



State of Vermont

AGENCY OF HUMAN SERVICES

OFFICE OF THE SECRETARY
103 South Main Street
Waterbury, Vermont 05671-0204

September 27, 2007

Mr. Robert Aaronson
Director, Division of Cost Allocation
Department of Health and Human Services
26 Federal Plaza, Room 41-122
New York, NY 10278

Dear Mr. Aaronson:

Below you will find various amendment notifications for cost allocation plans within the Vermont Agency of Human Services.

Agency of Human Services Central Office (AHSCO)

The Agency of Human Services Central Office (AHSCO) has identified two new program codes appearing in VISION data. While all these program codes have been added to the narrative and highlighted in red, we have included a chart of these additions below:

Plan Dept.	Plan Dept. Name	Allocation Method
1300.5	AAG's Office - DMH	Direct to DMH
1400.7	Field Directors - DMH	Direct to DMH

Department for Children and Families (DCF)

The Department for Children and Families (DCF) has identified several new program codes appearing in VISION data. While all these program codes have been added to the narrative and highlighted in red, we have included a chart of these additions below:

Plan Dept.	Plan Dept. Name	Allocation Method
40420	Extended Foster Care Support	Direct to General Fund
40553	Foster Care Fingerprinting Expense	Foster Child Eligibility Rate
41143	PERM (Payment Error Rate Measurement)	Direct to Global Commitment
40631	Child Development – TANF	Direct To TANF
40633	Child Development TANF- MOE Only	Direct to TANF MOE

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

The Department for Children and Families (DCF) has updated several program codes appearing in VISION data. While all these program codes have been updated in the narrative and highlighted in red, we have included a chart of these additions below:

Plan Dept.	Plan Dept. Name	Allocation Method
10000.1	Statewide Indirect Cost Allocation Plan (SWICAP) – DCF	Employee Salaries for DCF The percentage of salaries in DCF compared to the total of all salaries in DCF (not including fringe).
10000.2	AHS Secretary's Office	Employee Salaries for DCF The percentage of salaries in DCF compared to the total of all salaries in DCF (not including fringe).
10000.3	Single Statewide Audit	Employee Salaries for DCF The percentage of salaries in DCF compared to the total of all salaries in DCF (not including fringe).
10000.7	Human Services Board	Employee Salaries for DCF The percentage of salaries in DCF compared to the total of all salaries in DCF (not including fringe).
10000.8	Attorney General's Office	Employee Salaries for DCF The percentage of salaries in DCF compared to the total of all salaries in DCF (not including fringe).
10000.9	Audit Unit	Employee Salaries for DCF The percentage of salaries in DCF compared to the total of all salaries in DCF (not including fringe).
10000.10	Field Service Directors	Employee Salaries for DCF The percentage of salaries in DCF compared to the total of all salaries in DCF (not including fringe).
40430	Human Resources	Employee Salaries for DCF The percentage of salaries in DCF compared to the total of all salaries in DCF (not including fringe).
40435 Delete 41260	Business Office	Employee Salaries for DCF The percentage of salaries in DCF compared to the total of all salaries in DCF (not including fringe).
41020	DCF Commissioner's Office Staff	Employee Salaries for DCF The percentage of salaries in DCF compared to the total of all salaries in DCF (not including fringe).
40460 Moved from Family Services	Family Services Information Technology Systems Developer	Employee Salaries Across Family Services (including Field Staff)
40106	Child Development (Child Care) System Development Costs	Child Care Subsidy Case Count
37510	Juvenile Accountability Incentive Block Grant (JAIBG)	Direct to JAIBG
40705 Moved from Family Services	Global Commitment – Citizenship	Direct to Global Commitment

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Dept.	Plan Dept. Name	Allocation Method
41075	Health Care Policy Analyst	Percentage of Global Commitment and SCHIP Eligibles
41141	Health Care LTC	Direct to LTC Choices for Care Global Commitment
41142	Catamount Health	Direct to GC Percentage of G/C eligible's as compared to total Catamount enrollment
41165	Quality Assurance Supervisors/Specialists	Actual cases reviewed by quarter for Food Stamps, TANF & Global Commitment
41215	AABD/EP Global Commitment Exams	Direct to Global Commitment- MCO Investment
41401	Reach Up (Regular Benefits)	Direct to TANF General Fund
41411	Reach Up (Unemployed Parents)	Direct to TANF General Fund
41472	Cash Assistance Payments (Post Secondary Education) (TANF MOE)	Direct to TANF General Fund
41474	Cash Assistance Payments (Legal Aliens)	Direct to TANF General Fund
41478	Childcare/Caretaker Deferment (TANF MOE)	Direct to TANF General Fund
41481	Cash Assistance Payments (minor parent not living with parent) (TANF MOE)	Direct to TANF General Fund
41501	State Supplement Program – AABD-EP-SSI	Direct to AABD Global Commitment- MCO
41502	State Supplement Program – AABD-SSA	Direct to AABD and Global Commitment- MCO
41505 –	AABD-Aged	Direct to Global Commitment-MCO Investments
41506	AABD-Blind	Direct to Global Commitment-MCO Investments
41507	AABD-Disabled	Direct to Global Commitment-MCO Investments
41185	Economic Services Eligibility Workers	Results of the Economic Assistance time study
37670	Head Start Collaboration	Direct to Head Start Collaborative Grant
39740	Success By Six	Direct to Success by Six General Fund (80%) and Global Commitment (20%)
40100	Child Care Services Development Division Admin Staff	Child Care Subsidy Case Count
40105	Child Care Services Development Division Service Staff	Child Care Subsidy Case Count
40110 40115	Child Care Development Licensing Unit	Child Care Subsidy Case Count
40530.7	Child Care Development Subsidy	Direct to Title IV-E Child Development
40615 Mvd frm Family Services	Bright Futures	Direct to General Fund Bright Futures Fund

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Dept.	Plan Dept. Name	Allocation Method
37610	Community Based Family Resource Grant -Child Abuse Prevention Grant (CBCAP)	Direct to CBFR -CBCAP
37611	Community Based Family Resource Grant - Child Abuse Prevention (CBCAP) Administration	Direct to CBFR -CBCAP
41310	RU - Employment Training - DET (E&T 100%)	Direct to Food Stamp Employment and Training
38090 Moved from OCS	Data Processing & IT costs	Direct to Title IV-D
41025 Moved from Family Services	Systems Operations-Specialists	Economic Services IT Time Study

The Department for Children and Families (DCF) has deleted several program codes because the related programs were discontinued. While all these program codes have been updated in the narrative and highlighted in red, we have included a chart of these additions below:

Plan Dept.	Plan Dept. Name	Allocation Method
40065.1 Delete	Child Safety Unit	Direct to TANF
40086 DELETE	Sub-Care	Based on eligible paid placements
40440.2 Delete	Youth Justice Services	Direct to JJDP and JAIBG
40440.3 Delete	Youth Justice Services	Direct to JAIBG
40530.4 Delete	Juvenile Justice Accountability	Direct to JJDP
40628 Delete	Juvenile Accountability Incentive Block Grant—Drug Testing	Direct to Juvenile Accountability Incentive Block Grant (drug testing).
40700.2 Delete	Child Care	Direct to SCHIP
41482 Delete	Cash Assistance Payments (over 60 month time limit)	Direct to TANF
41503 Delete	State Supplement Program (related to SSA—Global Commitment)	SSA-DCF MOU
39764— Delete	CISS Child Care	Direct to CISS—Child Care

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Department of Disabilities, Aging and Independent Living

The Department of Disabilities, Aging and Independent Living has identified four new program code associations appearing in VISION data. While this program code has been added to the narrative and highlighted in red, we have included a chart below:

Plan Dept.	Plan Dept. Name	Allocation Method
37070*	Computer Services Unit	Salary Dollars less Attendant Services Salaries to Division and Total Cost to Plan Dept. Within Divisions
41602	State Children's Health Insurance Program	Direct to SCHIP
43965	TBI – Vets Info & Referral Grant	Direct to TBI – Vets Info & Referral Grant
43771	DOL Evaluations	Direct to DOL Evaluations

Office of Vermont Health Access (OVHA)

The Office of Vermont Health Access (OVHA) has identified a new program code appearing in VISION data. While this program code has been added to the narrative and highlighted in red, we have included a chart below:

Plan Dept.	Plan Dept. Name	Allocation Method
41625.1	Vermont Legal Aid MAP	Direct to Global Commitment

Additionally, the Office of Vermont Health Access (OVHA) has updated several program codes appearing in VISION data. While all these program codes have been updated in the narrative and highlighted in red, we have included a chart of these additions below:

Plan Dept.	Plan Dept. Name	Allocation Method
41085.1	DUR/MAB Board	Funding spread based on percentage of time provided under Global Commitment and Choices for Care, DSH and SCHIP, and all other related programs per staff attestations.
41486.1	Director's Office	Funding spread based on percentage of time provided under Global Commitment and Choices for Care, DSH and SCHIP, and all other related programs per staff attestations..
41487.1	Data Management Unit	Funding spread based on percentage of time provided under Global Commitment and Choices for Care, DSH and SCHIP, and all other related programs per staff attestations.
41488.1	Pharmacy Unit	Funding spread based on percentage of time provided under Global Commitment and Choices for Care, DSH and SCHIP, and all other related programs per staff attestations.

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Dept.	Plan Dept. Name	Allocation Method
41489.1	Health Program Integration	Funding spread based on percentage of time provided under Global Commitment and Choices for Care, DSH and SCHIP, and all other related programs per staff attestations.
41490.1	Clinical Unit	Funding spread based on percentage of time provided under Global Commitment and Choices for Care, DSH and SCHIP, and all other related programs per staff attestations.
41491.1	Field Services	Funding spread based on percentage of time provided under Global Commitment and Choices for Care, DSH and SCHIP, and all other related programs per staff attestations.
41492.1	Information Technology	Funding spread based on percentage of time provided under Global Commitment and Choices for Care, DSH and SCHIP, and all other related programs per staff attestations.
41493.1	Provider Relations	Funding spread based on percentage of time provided under Global Commitment and Choices for Care, DSH and SCHIP, and all other related programs per staff attestations.
41494.1	Provider Reimbursement	Funding spread based on percentage of time provided under Global Commitment and Choices for Care, DSH and SCHIP, and all other related programs per staff attestations.
41495.1	Policy and Reporting	Funding spread based on percentage of time provided under Global Commitment and Choices for Care, DSH and SCHIP, and all other related programs per staff attestations.
41496.1	Coordination of Benefits	Funding spread based on percentage of time provided under Global Commitment and Choices for Care, DSH and SCHIP, and all other related programs per staff attestations.
41497.1	Administrative Services	Funding spread based on percentage of time provided under Global Commitment and Choices for Care, DSH and SCHIP, and all other related programs per staff attestations.
41498.1	Surveillance and Utilization Review (SURS)	Funding spread based on percentage of time provided under Global Commitment and Choices for Care, DSH and SCHIP, and all other related programs per staff attestations.
41631.1	GEARWAR	Funds are spread based on actual charges incurred to Global Commitment, Choices for Care, SCHIP, and/or all other related programs

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Vermont Department of Health (VDH)

The Vermont Department of Health (VDH) has identified several new program codes appearing in VISION data. While all these program codes have been added to the narrative and highlighted in red, we have included a chart of these additions below:

Plan Dept.	Plan Dept. Name	Allocation Method
39003	Administration – Health and Mental Health Departments	Relative Share of Salaries of the Departments of Mental Health and Health (including VSH)
39345	CSTE – Avian Flu Trainings	Direct to CSTE Avian Flu

Additionally, one program code has been updated to correct the allocation method. This update is highlighted in red in the narrative and has been included in the chart below:

Plan Dept.	Plan Dept. Name	Allocation Method
39002	Administration- Health Departmental and Mental Health Department less VSH	Relative Share of Department Salaries minus VSH. Relative Share of Salaries of the Departments of Mental Health and Health minus VSH.

Finally, these program codes have been deleted because the related programs were discontinued or the function was moved to the Department of Mental Health.

Plan Dept.	Plan Dept. Name	Allocation Method
39341	Hepatitis Plan	TBD (no costs included in current CAP)
39606	Universal Newborn Hearing Screening MCHB	Direct to Universal Newborn Hearing Grant
39901	MH—Administration	Relative Share of MH Program Salaries
39909	MH—Leave Time	Relative Share of MH Program Salaries
39950	VSH Administrative & General	Direct to VSH
39951	VSH Executive Office	Direct to VSH
39952	VSH Business Office	Direct to VSH
39953	VSH Admissions	Direct to VSH
39954	VSH Non-Admissions	Direct to VSH
39955	VSH Switchboard	Direct to VSH
39956	VSH Quality Improvement	Direct to VSH
39957	VSH Word Processing	Direct to VSH
39960	VSH Brooks 1 Unit	Direct to VSH
39961	VSH Brooks 2 Unit	Direct to VSH
39962	VSH Brooks Rehab Unit	Direct to VSH
39963	VSH Brooks 1 Team	Direct to VSH
39964	VSH Brooks 2 Team	Direct to VSH
39965	VSH Brooks Rehab Team	Direct to VSH
39970	VSH Social Services	Direct to VSH
39971	VSH Chaplains	Direct to VSH

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Department of Mental Health

The Department of Mental Health was created July 1, 2007 from a portion of the Vermont Department of Health. The entire CAP narrative is new in this sense. It is included with the complete narratives following this letter, but in the interest of brevity will not be included here this quarter. In future quarters any updates to the Department of Mental Health CAP narrative will be included in this portion.

Below please find detailed listing related to the cost impact assessment of these updates. We believe these changes to be cost neutral at the federal level or identification of new funding. There were no updates in Category 5, which is defined below.

Cost Impact Assessment

Category 1 – Programs in this category are administrative allocations used to accurately reflect costs to federal benefiting programs across AHS. Overall there will be no federal effect with these new programs.

Category 2 - Programs in this category are used to identify new grants 100% federally funded.

Category 3 – Programs in this category are new or have been updated but have no adverse federal impact.

Category 4 – Program codes being moved from one Planned Department category to another with no changes in funding.

Category 5 – Updates in this category do have an adverse affect on federal funding.

Category 6 – Updates in narrative wording only with no change in the actual allocation method.

Note: All other program code changes identified in red on the CAP narrative are narrative updates only and have no impact on funding.

Agency of Human Services Central Office (AHSCO)

The Agency of Human Services Central Office (AHSCO) has made two changes to the Cost Allocation Plan this quarter.

Category 3 – Programs in this category are new or have been updated but have no adverse federal impact.

- 1300.5 AAG's Office - DMH
- 1400.7 Field Directors - DMH

Department for Children and Families (DCF)

The Department for Children and Families (DCF) made updates to the narrative portion that serve only to clarify the language in the cost allocation plan. They do not result in any change in federal funding. Additionally, the following categories of updates were made.

Category 3 – Programs in this category are new or have been updated but have no adverse federal impact.

- 41401 Reach Up (Regular)
- 41411 Reach Up (Unemployed)
- 41472 Cash Assist. PSE
- 41474 Cash Assist. Legal Aliens
- 41481 Cash Assist. Minor
- 40633 Child Development TANF – MOE Only
- 40420 Extended Foster Care Support
- 40553 Foster Care Fingerprint Expense
- 41141 Health Care LTC

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

- 41215 AABD/EP G/C
- 41478 Childcare Deferment
- 41501 State Supplement Program
- 41502 State Supplement Program

Category 4 – Program codes being moved from one Planned Department category to another with no changes in funding.

- 38090 Data Processing & IT
- 40460 Family Services System Developer
- 41025 Systems Operations Specialists
- 40705 Global Commitment Citizenship
- 40615 Bright Futures
- 40631 Child Development TANF

Category 6 – Updates in narrative wording only with no change in the actual allocation method.

- 10000.1 SWICAP
- 10000.2 AHS Secretary's
- 10000.3 Single Audit
- 10000.7 Human Services Board
- 10000.8 AG's Office
- 10000.9 Audit Unit
- 10000.10 Field Services Directors
- 40430 Human Resources
- 41260 Business Office
- 41020 DCF Commissioner's Office
- 37510 JAIBG Block Grant
- 41165 Quality Assurance
- 40100 Child Development Division Staff
- 40105 Child Development Division Service Staff
- 40110 Child Development Licensing Unit
- 40530.7 Child Development Subsidy
- 39740 Success by Six
- 37610 CBCAP
- 37611 CBCAP Administration
- 41310 RU – Employment & Training
- 40106 Child Development System Develop. Costs
- 41075 Health Care Policy
- 41142 Catamount Health
- 41505 AABD -Aged
- 41506 AABD - Blind
- 41507 AABD - Disabled
- 41185 ES Eligibility Workers
- 37670 Headstart Collaboration

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Department of Disabilities, Aging and Independent Living

The Department of Disabilities, Aging and Independent Living (DAIL) has made the following changes to the Cost Allocation Plan this quarter.

Category 3 – Programs in this category are new or have been updated but have no adverse federal impact.

- 37070 AHS Computer Services Unit
- 41602 State Children's Health Insurance Program
- 43965 TBI – Vets Info & Referral Grant
- 43771 DOL Evaluations

Office of Vermont Health Access (OVHA)

The Office of Vermont Health Access (OVHA) has made the following changes to the Cost Allocation Plan this quarter.

Category 3 – Programs in this category are created or have been updated to facilitate the tracking of expenditures in an accurate fashion and have no federal impact.

- 41625.1 Vermont Legal Aid MAP
- 41085.1DUR/MAB Board
- 41486.1Director's Office
- 41487.1Data Management Unit
- 41488.1Pharmacy Unit
- 41489.1Health Program Integration
- 41490.1Clinical Unit
- 41491.1Field Services
- 41492.1Information Technology
- 41493.1Provider Relations
- 41494.1Provider Reimbursement
- 41495.1Policy and Reporting
- 41496.1Coordination of Benefits
- 41497.1Administrative Services
- 41498.1Surveillance and Utilization Review (SURS)
- 41631.1GEARWAR

Vermont Department of Health (VDH)

The Vermont Department of Health (VDH) has made the following changes to the Cost Allocation Plan this quarter.

Category 3 – Programs in this category are created or have been updated to facilitate the tracking of expenditures in an accurate fashion and have no federal impact.

- 39003 Administration – Health and Mental Health Departments
- 39345 CSTE – Avian Flu Trainings
- 39002 Administration- Health Departmental and Mental Health Department less VSH

Department of Mental Health (DMH)

The Department of Mental Health has been created from a portion of the Vermont Department of Health. The administrative functions will be shared, as described in their CAP narratives. For these reasons, there is no federal cost impact

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

We appreciate your cooperation. If you have any questions, please do not hesitate to contact Jim Giffin at (802) 241-2949.

Sincerely,

Cynthia D. LaWare
Secretary
Agency of Human Services

cc:	Allan Merritt	Heidi Hall	Joan Adams
	Bill Kelly	Hugh McCaslin	Mary Ann Alligood
	Carol Messier	Ira Sollace	Nancy Scribner
	Carrie Hathaway	Jill Gould	Patrick Burke
	Dawn Hutchins	Jim Euber	Sarah Clark
	David Cohen	Jim Giffin	Shirley Dow
	Ed Dwinell	Jim Mall	Tom Ciaraldi
	Gary Leach		

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Agency of Human Services Central Office (AHSCO)

I. Introduction

The following narrative represents the cost allocation plan (CAP) for the State of Vermont, Agency of Human Services (AHS). For purposes of this narrative, AHS is also referred to as the “Office of the Secretary”, as it is the Secretary’s Office that provides support functions, while all direct services, with the exception of certain grants, are administered by the departments that fall under this umbrella agency. The Departments which fall under AHS are Department of Children and Family Services (DCF); Department of Disabilities, Aging and Independent Living (DAIL); Office of Vermont Health Access (OVHA); the Vermont Department of Health (VDH); **and the Department of Mental Health.**

The mission of the AHS Office of the Secretary is to:

- Ensure that citizens, policy makers, and service providers are knowledgeable about the well being of Vermonters;
- Promote integrated planning, delivery, and evaluation of resources and services; and
- Ensure that Agency resources (personnel, fiscal, technology, and space) are managed effectively.

II. Organization

The AHS Secretary oversees the four divisions within AHS in addition to the Human Services Board, the Vermont Developmental Disabilities Council, and the Investigations Unit.

Division of Administrative Services:

The Division coordinates the development of the Agency’s budget to ensure that departmental programs reflect the Governor’s priorities and are in compliance with legislative requirements. The Division develops financial status reports and monitors key program performance indicators for each Agency department and office. The Division’s fiscal unit coordinates all federal block grant and statewide single audit functions and updates federal cost allocation plans as necessary. The Division’s Audit Unit performs monitoring functions agency wide. The Division’s Health Care Integrated Unit monitors health care expenditures and revenues functions statewide. The Division’s data processing group coordinates the deployment of new centralized systems and software applications that allows both Agency district offices and community sites to share data appropriately across geographic and organizational boundaries. The Division also coordinates the efficient use of 720,000 square feet of AHS office space statewide.

Division of Human Resources:

AHS HS staff support all Agency personnel management functions for an Agency workforce of approximately 3,500 employees.

*** With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.**

Division of Planning:

The Division works in partnership with communities and state entities to improve the well-being of Vermonters through the planning, coordination, and evaluation of human services. The Division engages in prevention planning, training and technical assistance, and evaluation with AHS Departments and other state agencies and non-governmental partners. It assists communities to assess their strengths and assets and to articulate clear and consistent goals, develop integrated and effective strategies, and deploy resources efficiently. The Division also engages in federal grant compliance monitoring and helps communities to evaluate their initiatives. The Division publishes annual summaries of Vermont state and community performance on more than 50 indicators of well-being.

Division of Rate Setting:

The Division audits and establishes choices for care payment rates for nursing facilities and private non-medical institutions for the Department of Children and Families Services (DCF) as well as intermediate care facilities for people with developmental disabilities for the Department of Disabilities, Aging and Independent Living (DAIL). Through the application of its rules, the Division evaluates the reasonableness and allowability of program budgets and expenditures to ensure both cost containment and quality of care.

Human Services Board:

The Board is a citizen's panel consisting of seven members created by the legislature pursuant to 3 V.S.A., Sec. 3090. Its duties are to act as a fair hearing board for appeals brought by individuals who are aggrieved by decisions or policies of departments and programs within AHS. The Board conducts hearings and issues written decisions in accordance with its rules and its statutory responsibilities. The Board also certifies Family Court copies of Child Support Orders issued by the Board prior to the creation of the Family Court.

Vermont Developmental Disabilities Council:

The Developmental Disabilities Council works to ensure that all people with developmental disabilities receive the opportunities, assistance, and services necessary to live independently and productively in integrated community settings. The Council engages in advocacy, capacity building, and systems change activities. It contributes to a self-directed and family-centered system of community services, individualized supports, and other forms of assistance that enable self-advocates to exercise self-determination, to be independent, productive, and included in all facets of community life.

Please see the attached organization chart.

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

III. Plan Departments (Cost Pools) and Allocation Methodologies

Plan Department:

State Wide Indirect Cost Allocation Plan (SWICAP)

Nature and Extent of Services: The State of Vermont, Agency of Administration negotiates the annual State Wide Indirect Cost Allocation Plan (SWICAP) with the Federal Government. The approved statewide indirect costs applicable to AHS are included in the CAP and allocated to the appropriate benefiting objectives.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
1000.1	SWICAP- Former SRS (DCF)	SRS Allocation of State Wide Indirect Costs	Directly charged to DCF
1000.2	SWICAP- Former PATH (DCF)	PATH Allocation of State Wide Indirect Costs	Directly charged to DCF
1000.3	SWICAP-Corrections	Corrections Allocation of State Wide Indirect Costs	Directly charged to CORR
1000.4	SWICAP-OVHA	OVHA Allocation of State Wide Indirect Costs	Directly charged to OVHA
1000.5	SWICAP-Health (VDH)	VDH Allocation of State Wide Indirect Costs	Directly charged to VDH
1000.6	SWICAP- Former DAD (DAIL)	DAD Allocation of State Wide Indirect Costs	Directly charged to DAIL
1000.7	SWICAP- Former OCS (DCF)	OCS Allocation of State Wide Indirect Costs	Directly charged to DCF
1000.8	SWICAP- Developmental Disabilities Council	DD Allocation of State Wide Indirect Costs	Directly charged to DD Council
1000.9	SWICAP- AHS	AHS Allocation of State Wide Indirect Costs	Number of Staff Across AHS

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department:

Single Audit

Nature and Extent of Services: The Single State Audit is administered annually by an outside accounting firm that has entered into a contract with the State of Vermont. This work is put out to bid yearly. The contractor works with the State Auditor's Office as well as Central Office staff to calculate the payment for which AHS is responsible.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
1002.1	Single Audit	AHS-CO is responsible for payment of that portion of the contract which is applicable to the entire Agency of Human Services (as determined by the Auditor's office).	The Agency's previous year's actual cost of the Single Audit is allocated to all Departments based on the specific departmental billing allocations provided by the State Auditor's Office (SAO). One-fourth of each department's annual allocation is then stepped down each quarter to all programs via the quarterly cost allocations.

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department:

Attorney General's Office

Cost in Vision attributable to the Attorney General's Office managed by the AHS Central Office.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
1300.1	AAG's Office - DCF	DCF Allocation of AAG's Office Cost	Direct to DCF
1300.2	AAG's Office - DAIL	DAIL Allocation of AAG's Office Cost	Direct to DAIL
1300.3	AAG's Office - VDH	VDH Allocation of AAG's Office Cost	Direct to VDH
1300.4	AAG's Office - AHS	AHS Allocation of AAG's Office Cost	Allocated per Indirect Cost Plan
1300.5	AAG's Office - OVHA	OVHA Allocation of AAG's Office Cost	Direct to OVHA
1300.5	AAG's Office - DMH	DMH Allocation of AAG's Office Cost	Direct to DMH

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department:

AHS Field Directors

Cost in Vision attributable to the Field Directors managed by the AHS Central Office.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
1400.1	Field Directors - DCF	DCF Allocation of Field Directors Cost	Direct to DCF
1400.2	Field Directors - DAIL	DAIL Allocation of Field Directors Cost	Direct to DAIL
1400.3	Field Directors - VDH	VDH Allocation of Field Directors Cost	Direct to VDH
1400.4	Field Directors - AHS	AHS Allocation of Field Directors Cost	Allocated per Indirect Cost Plan
1400.5	Field Directors - OVHA	OVHA Allocation of Field Directors Cost	Direct to OVHA
1400.6	Field Directors - DOC	OVHA Allocation of Field Directors Cost	Direct to DOC
1400.7	Field Directors - DMH	DMH Allocation of Field Directors Cost	Direct to DMH

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department:

AHS Administrative Management Fund

Nature and Extent of Services: The AHS Administrative Management Fund

Plan Dept.	Plan Dept. Name	Description	Allocation Method
1700.1	AHS Administrative Management Fund	Costs associated with the AHS Administrative Management Fund.	Direct to AHS Administrative Management Fund

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department:

Secretary's Office Indirect Cost Plan

Nature and Extent of Services: The Secretary's Office Indirect Cost Plan.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
1800.1	Secretary's Office Indirect Cost Plan	Costs associated with the Indirect Cost Plan of the Vermont Agency of Human Services Secretary's Office. The current dollar amount is based on previous plans and at certain times during the fiscal year will need to be negatively or positively adjusted based on reconciling the plan amount.	Number of Staff Across AHS

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department:

Secretary's Office

Nature and Extent of Services: The Secretary's Office for the Agency of Human Services oversees the operations of the Agency, its Divisions (to include the new added Investigation 10/1/04), and Departments.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
37210.1	Secretary's Office Staff	Office of the AHS Secretary and Staff	Number of Staff Across AHS
32004.1	Training	Costs associated with training of staff.	Number of Staff Across AHS
22222.1	Equipment Usage		Allocation Method To Be Determined.

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Plan Department:

Human Services Board Office

Nature and Extent of Services: The Board's duties are to act as a fair hearing board for appeals brought by individuals who are aggrieved by decisions or policies of departments and programs within the Agency of Human Services. The Board conducts hearings and issues written decisions in accordance with its rules and its statutory responsibilities. The Board also certifies Family Court copies of Child Support Orders issued by the Board prior to the creation of the Family Court.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
37220.1	Human Services Board	This four-member unit conducts fair hearings regarding clients who feel that they have been disadvantaged within the Agency of Human Services system.	Number of hearings heard per quarter

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Plan Department:

Personnel Unit

Nature and Extent of Services: Personnel Unit within the Division of Administrative Services.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
37001.1	Human Resources Director and Staff	Personnel chief and administrative assistant are responsible for oversight of the entire Personnel unit and supervision of personnel administrators and assistants.	Quarterly Allocation of Personnel Staff - Staff Across AHS
37000.1	Personnel Administrators & Personnel Assistants	Staff who process all personnel actions for the Agency's 3500+ employees, as well as provide training and guidance to managers/supervisors regarding labor relations law and practices.	Quarterly Allocation of Personnel Staff - Staff Across AHS

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Plan Department:

Fiscal Unit

Nature and Extent of Services: Fiscal Unit within the Division of Administrative Services.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
37010.1	Staff Accountant-AHS- Operations Financial Staff	Financial staff assigned directly to AHS-CO fiscal duties; responsibilities include budget development & monitoring, preparation of quarterly cost allocation, all financial reports, fiscal support to grant programs administered through the AHS-CO Planning Division.	Salary and benefit costs for the staff accountant are allocated based on the percentages derived from the quarterly allocation of salaries and benefits for all Secretary's Office staff.
37020.1	Federal Funds Management Unit	This unit's primary responsibility is the management and accountability of federal funds. Duties performed within this unit include the development and preparation of departmental cost allocation & indirect cost plans, federal expenditure reporting, cash management of federal funds, and compliance with federal regulations.	Results of Financial AHS Time Study

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Plan Department:

Fiscal Unit (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
37040.1	Agency Financial Operations Manager	As the chief fiscal officer, this position has oversight and responsibility for all Agency fiscal matters. This includes direct supervision of the Federal Funds Management Unit and the Budget Services Unit, as well as continual interaction with the departmental business managers. This position is an integral member in the establishment of Agency-wide budget priorities and budget presentation to the State legislature.	Results of Financial AHS Time Study
37050.1	Operations Coordinator	Costs associated with the Operations Coordinator.	Number of Staff Across AHS
37011.1	Audit Unit	Costs associated with monitoring the agreements with sub-recipients throughout the Agency.	Results of the Audit Unit Time Study
37012.1	Chief Auditor	This position oversees the operation of the Audit Unit.	Results of the Audit Unit Time Study
37013.1	Health Care Integrated Unit	Costs associated with managing of the health care expenses and revenues statewide	Based on percentage of units provided under Global Commitment, Choices for care, SCHIP and all other related programs

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Plan Department:

Computer Services Unit

Nature and Extent of Services: Computer Services Unit within the Division of Administrative Services.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
37070.1	Computer Services Unit	This unit provides technical support, direction, and coordination of all computer development areas for the entire Agency of Human Services.	Results of AHS Computer Services Time Study
37075.1	Bennington DO move	This is a special project to move staff out of a building in Bennington that was found to be the cause of several cases of illness.	Results of AHS Computer Services Time Study

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Plan Department:

Administrative Services Division

Nature and Extent of Services: The Division coordinates the development of the Agency's budget to ensure that departmental programs reflect the Governor's priorities and are in compliance with legislative requirements. The Division develops financial status reports and monitors key program performance indicators for each Agency department and office. The Division's fiscal unit coordinates all federal block grant and statewide single audit functions, develops the AHS indirect rate, and updates federal cost allocation plans as necessary. The Division's data processing group coordinates the deployment of new centralized systems and software applications that allows both Agency district offices and community sites to share data appropriately across geographic and organizational boundaries.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
37090.1	Director of Administrative Services	Oversees all major functions of division through role as supervisor to all unit managers. Is responsible for the overall administration of the Agency of Human Services, including coordination of Agency-wide priorities and initiatives among the Departments. Represents the Agency of Human Services in relations with other State agencies and other entities; reports directly to the Secretary of the Agency.	Allocated based on percentages derived from the allocation of salaries and benefits for all persons supervised by the Director.

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Plan Department:

Division of Planning

Nature and Extent of Services: The Division works in partnership with communities and state entities to improve the well-being of Vermonters through the planning, coordination, and evaluation of human services.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
37100.1	Planning Division Professional Staff	This unit consists of a director, policy analyst, planners, and a grants administrator. Staff is responsible for the development of effective service planning and coordination among Human Service departments, other State agencies, and local communities. Staff provides support to various councils and boards.	Number of Staff Across AHS.
37101.1	Principal Assistant	Project work assigned by the AHS Secretary's Office.	Results of Time Study based on one month each quarter for 100% of time.
37110.1	Planning Division Support Staff	Support staff provides assistance for the Planning Division.	Results of Time Study based on one month each quarter for 100% of time of Principal Assistant.

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Plan Department:

Tobacco Evaluation and Review Board Administrator

Nature and Extent of Services: The purpose of this board is to provide information to youth about the dangers of smoking.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
37900.1	Tobacco Evaluation and Review Board Administrator	Administrator of the Tobacco Board. The purpose of this board is to provide information to youth about the dangers of smoking.	Direct to Tobacco Funds

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Plan Department:

State Refugee Coordinator

Nature and Extent of Services: Coordinator for the federal Refugee Resettlement grant. The purpose is to assist with the resettlement of refugees into a safe environment.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
37530.1	State Refugee	Coordinator for the federal Refugee Resettlement grant. The purpose is to assist with the resettlement of refugees into a safe environment.	Direct to Refugee Resettlement Grant
37531.1	State Refugee Coordinator- Refugee Admin	Coordinator for the federal Refugee Resettlement grant. The purpose is to assist with the resettlement of refugees into a safe environment.	Direct to Refugee Resettlement Grant
37532.1	Refugee School Impact	Funding to Vermont schools for refugee children.	Direct to Refugee School Impact Grant

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Plan Department:

General Operating Expenses

Nature and Extent of Services: Routine operating expenses (such as central services costs) that are not identifiable to a specific funding source are allocated to the various programs and departments.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
37170.1	General Operating Expenses	Routine operating expenses (such as central services costs) that are not identifiable to a specific funding source are allocated to the various programs and departments.	Number of Staff Across AHS

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Plan Department:

Grants and Contracts

Nature and Extent of Services: Grants and contracts administered by AHS-CO identifiable to a specific program and funding source.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
37120.1	Parents Assistance Line	SSBG) funds the provision of social services directed toward achieving economic self-support or self-sufficiency, preventing or remedying neglect, abuse, or the exploitation of children and adults, preventing or reducing inappropriate institutionalization, and securing referral for institutional care, where appropriate.	Direct to SSBG
37700.1	Health Care Administration	Global Commitment Administration	Based on percentage of units provided under Global Commitment, Choices for care, SCHIP and all other related programs including Planning Division Staff assigned to GC Programs.
37710.1	Health Care Program	Global Commitment Program	Based on percentage of units provided under Global Commitment, Choices for care, SCHIP and all other related programs
37975.1	360 Planning Grant	Works with families, family organizations, and Regional Partnerships in Vermont to build regional peer support capacity and sustainable family support networks.	Direct to 360 Planning Grant

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Plan Department:

Legal Services

Nature and Extent of Services: Contract with Vermont Legal Aid.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
37190.1	Legal Services –Vermont Legal Aid	The Agency contracts annually with VT Legal Aid to provide legal advice and representation to low income persons, such as representation in administrative proceedings before the Human Services Board, and other administrative and judicial proceedings.	Allocated to benefiting programs (TANF, Global Commitment, Social Services Block Grant) based on annual caseload data provided by VT Legal Aid for the most recently completed year.
37405.1	Attorney General Civil Litigation	Costs associated with civil litigation within the Attorney General's office.	Direct to Admin Fund

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Plan Department:

Administrative Funds

Nature and Extent of Services: Administrative cost incurred by the Central office as a revolving loan process with the Agency's Departments.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
37410.1	AHS Net		Direct to Administrative Funds
37415.1	Rent-Brattleboro		Direct to Administrative Funds
37418.1	Rent-Chelsea		Direct to Administrative Funds
37420.1	Rent-Middlebury		Direct to Administrative Funds
37425.1	Rent-Morrisville		Direct to Administrative Funds
37428.1	Rent-Randolph		Direct to Administrative Funds
37430.1	Rent-Rutland-Merchants Row		Direct to Administrative Funds
37445.1	Rent/Utilities/Tax-St Jay		Direct to Administrative Funds
37465.1	Security-Burlington		Direct to Administrative Funds
37470.1	Janitorial-Middlebury		Direct to Administrative Funds
37475.1	Janitorial-St. Johnsbury		Direct to Administrative Funds
37480.1	Pest Control-Middlebury		Direct to Administrative Funds
37485.1	Utilities-White River Junction		Direct to Administrative Funds
37486.1	Rent-White River Junction		Direct to Administrative Funds
37490.1	To Be Allocated		Direct to Administrative Funds

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Plan Department:

Misc. Grants and Contracts

Cost in Vision attributable to miscellaneous grants and contract managed by the AHS Central Office.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
37180.1	Misc. Grants and Contracts		Misc. Grants and Contracts

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Plan Department:

Vermont Developmental Disabilities Council

Cost in Vision attributable to the Vermont Developmental Disabilities Council.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
37650	DDC Administration	Administrative costs associated with the Developmental Disabilities Council.	Direct to DD Council
37651	DDC Steering Committee	Costs associated with the Developmental Disabilities Council Steering Committee.	Direct to DD Council
37652	DDC Gov's Committee/Employment	Costs associated with the Developmental Disabilities Council Governor's Committee.	Direct to Gov's Committee/Employment
37654	DDC Grants	Grants used in the Developmental Disabilities Council Program.	Direct to DD Council

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Plan Department:

Rate Setting

Nature and Extent of Services: Cost in Vision attributable to the Rate Setting Division

Plan Dept.	Plan Dept. Name	Description	Allocation Method
37308.1	Division of Rate Setting	Costs for the entire Rate Setting Division within the Vermont Agency of Human Services.	Direct to Rate Setting

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Department for Children and Family Services (DCF)

I. Introduction

The following narrative and supporting schedules represent the public assistance cost allocation plan for the State of Vermont, Agency of Human Services (AHS), Department for Children and Family Services (DCF). DCF is the “single state agency” for the Title IV-E, Title IV-B, Title IV-D, Temporary Assistance to Needy Families (TANF), and Food Stamps programs. DCF is also responsible for all Global Commitment eligibility processes performed in Vermont. This agency was newly created in state fiscal year (SFY) 2005.

The newly created DCF represents the merger of the Office of Child Support (OCS), the Office of Economic Opportunity (OEO), the Department of Prevention, Assistance, Transition, and Health Access (PATH, formerly the Welfare Department), and the Department of Social and Rehabilitation Services (SRS).

It is the mission of DCF to promote the social, emotional, physical, and economic well being and safety of Vermont’s children and families. This work is done through the provision of protective, developmental, therapeutic, probation, economic, and other support services for children and families in partnership with schools, business, community leaders, service providers, families, and youths statewide.

The major Divisions and Offices within DCF include the following:

- The Child Development Division ensures a statewide system that promotes and supports safe, accessible, quality childcare for Vermont families.
- The Office of Child Support (OCS) establishes and enforces child support court orders, locates missing parents, and ensures the steady flow of economic support to Vermont children.
- The Division of Family Services administers juvenile justice services, including the Woodside facility and administers child welfare services, including foster care and adoptive services.
- The Economic Services Division manages the Food Stamps program, Welfare-to-Work (Reach Up), Home Heating Assistance, General and Emergency Assistance, the Essential Person program (AABD), Choices for Care Waiver and Global Commitment.
- Disability Determination Services consists of professional disability examiners who work with part-time medical doctors representing a number of medical specialties.
- The Office of Economic Opportunity (OEO) seeks to increase the self-sufficiency of Vermonters and strengthen Vermont communities by connecting communities to governmental and private resources to eliminate poverty through weatherization services, support for community-based organizations engaged in anti-poverty efforts, and food and nutrition services.

Within this document, we have included an overview of DCF’s organizational structure and a list of the specific functions performed by DCF, referred to as plan departments or cost pools, and the allocation method for each function. Please note that cost pools are developed based on VISION program codes. VISION is the State of Vermont’s accounting system.

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

II. Organization

Please refer to the attached organizational charts.

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

III. Time Study Methodologies and Instruments

Please refer to the attached time study related documents.

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IV. Title IV-E Rate Methodologies

Please refer to the attached Title IV-E related document.

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V. Plan Departments and Allocation Methodologies

Plan Department 1:

Indirect Cost Allocations

Nature and Extent of Services: DCF is assessed costs from both the State of Vermont, called the SWICAP, and the Agency of Human Services Central Office, for activities performed on its behalf.

Program Code	Plan Dept. Name	Description	Allocation Method
10000.1	Statewide Indirect Cost Allocation Plan (SWICAP) – DCF	Allocation of Statewide Indirect Costs.	Employee Salaries for DCF The percentage of salaries in DCF compared to the total of all salaries in DCF (not including fringe).
10000.2	AHS Secretary's Office	Agency Central Office staff provide assistance to all departments within the Agency of Human Services.	Employee Salaries for DCF The percentage of salaries in DCF compared to the total of all salaries in DCF (not including fringe).
10000.3	Single Statewide Audit	The Department's cost of the Statewide Single Audit.	Employee Salaries for DCF The percentage of salaries in DCF compared to the total of all salaries in DCF (not including fringe).
10000.5	Legal Aid - TANF	Legal Aid directed attributable to TANF.	Direct to TANF
10000.6	Legal Aid - SSBG	Legal Aid directed attributable to SSBG.	Direct to SSBG

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Program Code	Plan Dept. Name	Description	Allocation Method
10000.7	Human Services Board	Human Services Board costs directly attributable to DCF	Employee Salaries for DCF The percentage of salaries in DCF compared to the total of all salaries in DCF (not including fringe).
10000.8	Attorney General's Office	The Department's share of the Attorney General's Office	Employee Salaries for DCF The percentage of salaries in DCF compared to the total of all salaries in DCF (not including fringe).
10000.9	Audit Unit	Audit Unit costs directly attributable to DCF	Employee Salaries for DCF The percentage of salaries in DCF compared to the total of all salaries in DCF (not including fringe).
10000.10	Field Service Directors	Field Service cost directly attributable to DCF	Employee Salaries for DCF The percentage of salaries in DCF compared to the total of all salaries in DCF (not including fringe).
10000.11	DCF Grant	Grant attributable to DCF TANF grant	Direct to TANF

Cost Allocation Plan Guidance:

Program Code	References
N/A	OMB A-87, Attachment A, Section C (1)(a), and Attachment A, Section B.1

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Plan Department 2:

Administrative Services

Nature and Extent of Services: These general administrative services support all operations and programs at DCF.

Vision Program Code(s)	Plan Dept. Name	Description	Allocation Method
40430	Human Resources	Human Resources staff dedicated to DCF staff.	Employee Salaries for DCF The percentage of salaries in DCF compared to the total of all salaries in DCF (not including fringe).
40435 Delete 41260	Business Office	Functions including accounts payable, accounts receivable, contracts, grants, payroll, budgets (preparation and tracking), cash receipts, client benefit financial processing, cost allocation preparation, and sub-recipient monitoring.	Employee Salaries for DCF The percentage of salaries in DCF compared to the total of all salaries in DCF (not including fringe).
41020	DCF Commissioner's Office Staff	The Commissioner's Office is responsible for overseeing all DCF activities.	Employee Salaries for DCF The percentage of salaries in DCF compared to the total of all salaries in DCF (not including fringe).

Cost Allocation Plan Guidance:

Vision Program Code	References
40430 40435 41020 41260	OMB A-87, Attachment A, Section C 1(a) & Attachment B, Section 1, 9, and 11

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Plan Department 3:

Information Technology

Nature and Extent of Services: Costs associated with staff and equipment that maintain connectivity, provide desktop support, develop technical standards, manage email systems, develop and support agency wide information systems, including web applications, oversee procurement and budget processes, spearhead strategic planning, maintain statewide perspective, oversee agency strategy, and manage large-scale initiatives.

Vision Program Code	Plan Dept. Name	Description	Allocation Method
38090 Moved from OCS	Data Processing & IT costs	Costs from the State's central data processing facility and information technology costs that directly support the Title IV-D program.	Direct to Title IV-D
40460 Moved from Family Services	Family Services Information Technology Systems Developer	Office supplies associated with Information Technology responsibilities across Family Services.	Employee Salaries Across Family Services (including Field Staff)
41025 Moved from Family Services	Systems Operations-Specialists	Access System Case Management Staff for Economic Services Programs, performed in District Offices.	Economic Services IT Time Study
40106	Child Development (Child Care) System Development Costs	Costs associated with development of system.	Child Care Subsidy Case Count
41030	General IT Support Staff	General support of DCF functions, including PC's, networks, databases, and servers.	Economic Services IT Time Study
41031	Central IT Support Staff	General support of DCF functions, including PC's, networks, databases, and servers. Includes CIT charges for Family Service.	Employee Salaries Across Family Services and Child Development (including Field Staff)
41035	Central Computer Charges (CIT) for ACCESS/FAMIS	Data processing costs associated with ACCESS/FAMIS.	CPU's for Applicable Programs (Income Maintenance)

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Vision Program Code	Plan Dept. Name	Description	Allocation Method
41040	ACCESS 2000 Development Excluding OCS	Costs associated with improving ACCESS	Direct Charge to Specific Economic Services Programs

Cost Allocation Plan Guidance:

Vision Program Code	References
38090 40460 41025 40106 41030 41031 41035 41040	OMB A-87 Attachment A, Sec C (1)(a) and Attachment B, Sec 6 and Sec 11

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Plan Department 4:

Family Services

Nature and Extent of Services: The Division of Family Services administers juvenile justice services, including the Woodside facility and administers child welfare services, including foster care and adoptive services. Detailed explanations of individual functions are included below.

Vision Program Code	Plan Dept. Name	Description	Allocation Method
37510	Juvenile Accountability Incentive Block Grant (JAIBG)	Admin Cost Grant expenditures associated with JAIBG.	Direct to JAIBG
37511	Juvenile Accountability Incentive Block Grant (JAIBG)	Admin Cost Associated with JAIBG.	Direct to JAIBG
37512	Juvenile Accountability Incentive Block Grant (JAIBG)	Interest earned on funds drawn in for JAIBG	Direct to JAIBG
37515	Balanced and Restorative Justice	Costs associated with Balanced and Restorative Justice	Direct to General Fund
37675	Access and Visitation	Access and Visitation Program provides non-custodial parents with access and visitation to their children.	Direct to Access and Visitation
37676	Access and Visitation - Administration	Administration costs associated with the Access and Visitation Program, which provides non-custodial parents with access and visitation to their children.	Direct to Access and Visitation
37677	Supervised Visits	State grant that provides non-custodial parents with access and visitation to their children	Direct to Supervised Visits
40030	Resource Coordinators	Resource Coordinators recruit and train foster parents and other residential service providers and facilitate the placement of children in those settings.	Foster Child Eligibility Rate

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Vision Program Code	Plan Dept. Name	Description	Allocation Method
40060	Emergency Services Unit	The Emergency Services unit provides emergency services at all times that, a district office is not open. An 800 number hot line is staffed with social workers who attempt to resolve crises over the phone, using foster parents, sheriffs, and other community resources to manage particular situations.	Foster Child Eligibility Rate
40065-1 Delete	Child Safety Unit	Unit responsible for investigations; centralized intake; and emergency services.	Direct to TANF
40065	Special Investigations Unit	Subset of Child Safety Unit, responsible for investigating allegations related to a child's placement in a residential setting and corresponding policy changes.	Foster Child Eligibility Rate
40070-1	Operations Manager and Staff	Supervisor and Staff within the System of Care Unit.	Foster Child Eligibility Rate
40075	Family Services Deputy Commissioner's Office.	Costs Associated with the administration of the Division, including the Policy and Planning activities and Quality Assurance.	Employee Salaries Across Family Services (including Field Staff)
40080	Sexual Abuse Program Chief	The Sex Abuse Program Chief administers the department's sex abuse treatment programs.	Global Commitment Eligibility Rate
40085	Residential Programs and System of Care Unit	The Residential Services Unit oversees and supervises the residential placement system including the Woodside Facility. Activities include contract negotiation with residential service providers, placement consultation and coordinating interagency collaboration to provide comprehensive service packages for youth needing intensive services.	Foster Child Eligibility Rate

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Vision Program Code	Plan Dept. Name	Description	Allocation Method
40086 DELETE	Sub-Care	Costs directly associated with the System of Care Unit, the Placement Consultant (who focuses exclusively on substitute care issues), and the Residential Licensing Unit and ICPC/ICI/Research Unit.	Based on eligible paid placements
40090	UVM Social Work Students	Social Worker Students participating in the University of Vermont program.	Direct to Title IV-E Training (75%) Is claimed using a blended eligibility rate of both adoption and IV-E children. State match to be provided by UVM.
40200	Woodside	Personal services and operating expenses directly associated with the operation of the Woodside Juvenile Detention Facility.	Direct to Woodside
40420	Extended Foster Care Support	Cost associated with extending foster care support past the age of 18	Direct to General Fund
40438	Youth Crime Prevention	Cost associated with the Youth Crime Prevention Program	Direct to Youth Crime Prevention
40439	Youth Justice Services-Council Costs.	Cost associated with the Juvenile Justice Delinquency Prevention Grant	Direct to JJDP
40440-1	Youth Justice Services	Costs associated with the Youth Justice Delinquency Prevention Program.	Direct to JJDP
40440.2 Delete	Youth Justice Services	Salary Costs associated with the Youth Justice Delinquency Prevention Program.	Direct to JJDP and JAIBG
40440.3 Delete	Youth Justice Services	Salary Costs associated with the Youth Justice Delinquency Prevention Program.	Direct to JAIBG
40460— Moved to IT	Family Services Information Technology	Office supplies associated with Information Technology responsibilities across Family Services.	Employee Salaries Across Family Services (including Field Staff)
40500	Family Services General Fund	Payments to individuals and organizations not eligible for federal funding.	Direct to General Fund

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Vision Program Code	Plan Dept. Name	Description	Allocation Method
40501	Family Services General Fund Fettered	Payments to individuals and organizations not eligible for federal funding.	Direct to General Fund Fettered
40510	CAPTA	Costs associated with administration of CAPTA.	Direct to CAPTA (Child Abuse and Neglect)
40530.1	Family Services Title IV-E Maintenance Payments	IV-E eligible program expenditures including foster care, subsidized adoptions, respite, training, transportation.	Direct to IV-E Maintenance Payments
40530.2	Case Review Services/Foster Parent Recruitment	IV-E eligible program expenditures including foster care, subsidized adoptions, respite, training, transportation.	Title IV-E Eligibility Rate
40530.3	Foster Parent Training	IV-E eligible program expenditures including foster care, subsidized adoptions, respite, training, transportation.	Title IV-E Eligibility Rate (IV-E Training)
40530.4 Delete	Juvenile Justice Accountability	IV-E eligible program expenditures including foster care, subsidized adoptions, respite, training, transportation.	Direct to JJD
40530.5	Training UVM Social Workers	IV-E eligible program expenditures including foster care, subsidized adoptions, respite, training, transportation.	Direct to Title IV-E Training (75%) Is claimed using a blended eligibility rate of both adoption and IV-E children. State match to be provided by UVM.
40530.6	Evaluation & Counseling/Medical Treatment	IV-E eligible program expenditures including foster care, subsidized adoptions, respite, training, transportation.	Direct to MCO Investments
40530.8	Subsidized Adoptions	IV-E eligible program expenditures including foster care, subsidized adoptions, respite, training, transportation.	Direct to Title IV-E Maintenance Payments
40553	Foster Care Fingerprinting Expense	Cost associated with fingerprinting potential foster parents	Foster Child Eligibility Rate

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Vision Program Code	Plan Dept. Name	Description	Allocation Method
40550	Title IV-E Independent Living	Costs associated with administration of Independent Living program.	Direct to Independent Living IV-E
40555	Family Services - SSBG	Direct payments to foster parents and group homes.	Direct to SSBG
40560	Children's Justice	Costs associated with administration of Children's Justice Grant.	Direct to Children's Justice Grant
40590	Family Preservation	Costs associated with Family Preservation Grant.	Direct to Family Preservation IV-B Part 2
40610	Domestic Violence Unit	Costs associated with staff administering the Domestic Violence Grant.	Direct to Domestic Violence Grants
40612	Rape Prevention Block Grant	Costs associated with Rape Prevention Block Grant	Direct to Rape Prevention Block Grant
40615 Moved to CDD	Bright Futures	Costs associated with the Bright Futures Program Infrastructure Program	Direct to General Fund Bright Futures Fund—
40628 Delete	Juvenile Accountability Incentive Block Grant—Drug Testing	Costs associated with Juvenile Accountability Incentive Block Grant related to drug testing.	Direct to Juvenile Accountability Incentive Block Grant (drug testing).
40629	Juvenile Accountability Incentive Block Grant	Costs associated with Juvenile Accountability Incentive Block Grant.	Direct to Juvenile Accountability Incentive Block Grant.
40631	Family Services - TANF	Direct payments to foster parents and group homes.	Direct to TANF
40700.1	Family Services	Direct payments to group homes and treatment providers.	Direct to Global Commitment
40700.2 Delete	Child Care	Direct payments to foster parents, group homes, and treatment providers.	Direct to SCHIP
40701	Global Commitment	Monetary transfer to Rate Setting in order to pay salary for position setting rates for Private Non-Medical Institutions.	Direct to Global Commitment
40702	MCO Investment Medical Sub Care	Costs directly associated with sub care treatment	Direct to MCO
40703	MCO Investments Medical Treatment	Costs directly associated with Medical treatment	Direct to MCO
40705 Moved to Economic Services	Global Commitment—Citizenship	Cost of immigration work with refugees—Cost associated with verifying citizenship of applicants for health care eligibility	Direct to Global Commitment

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Vision Program Code	Plan Dept. Name	Description	Allocation Method
40595	Safe Havens	To provide an opportunity for communities to support supervised visitation and safe exchange of children, in situations involving domestic violence, dating violence, child abuse, sexual assault, or stalking.	Direct to Safe Havens

Cost Allocation Plan Guidance:

Vision Program Code					References
40629	37675	40065	40439	40610	OMB A-87, Attachment A, Section C 1(a) & Attachment B, Sections 11 and 40
37511	40631	40086	40400	40612	
37660	40700	40556	40500	40615	
37661	40701	40595	40501	37510	
37662	37676	37512	40510	37677	
40030	40628	40070	40530	40705	
40040	40460	40080	40555	40440	
40060	37560	40085	40560	40420	
40550	40075	40200	40590	40553	

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Plan Department 5:

Economic Services

Nature and Extent of Services: The Economic Services Division manages the Food Stamps program, Welfare-to-Work (Reach Up), Home Heating Assistance, General and Emergency Assistance, the Essential Person program (AABD), and Health Care eligibility (~~Medicaid G/C~~ and SCHIP).

Vision Program Code	Plan Dept. Name	Description	Allocation Method
40705 Moved from Family Services	Global Commitment – Citizenship	Cost of immigration work with refugees Cost associated with verifying citizenship of applicants for health care eligibility.	Direct to Global Commitment
41015	Economic Services Deputy Commissioner	Economic Services Deputy Commissioner is responsible for overseeing all of the Economic Services Division Activities. Includes regulatory, planning, and policy unit conducts legal research and analysis, as well as policy, regulatory and statutory development work for all Economic Services programs.	Employee Salaries Across Economic Services (including field staff)
41016	Economics Benefits Director	Responsible for overall program administration and supervises the Benefit Programs Administrator, the Health care Programs Administrator, and the Fuel Assistance Program Chief. Director serves as project chair for major program initiatives or changes, and networks with other divisions, departments, agencies and advocates to develop and deliver integrated benefits to clients.	Employee Salaries related to Economic Services Programs.

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Vision Program Code	Plan Dept. Name	Description	Allocation Method
41025 Moved to IT.	Systems Operations Specialists	Access System Case Management Staff for Economic Services Programs, performed in District Offices.	Economic Services IT Time Study
41075	Health Care Policy Analyst	Health Care Policy Analyst who assists the PATH Economic Services policy, Planning, and Evaluation Director in planning, development and continuing assessment of Health Care programs.	Percentage of Global Commitment and SCHIP Eligibles
41110	General Admin - Global Commitment/SCHIP	Costs related to SCHIP and Global Commitment premiums and other related administrative costs.	Percentage Global Commitment and SCHIP Eligible
41115	Global Commitment Medical Exams	Medical exams requested by field operations staff as part of eligibility determination.	Direct to Global Commitment
41141	Health Care LTC	Costs related to the quality assurance specialist LTC waivers	Direct to LTC Choices for Care Global Commitment
41142	Catamount Health	Health care cost program	Direct to GC Percentage of G/C eligible's as compared to total Catamount enrollment
41143	PERM (Payment Error Rate Measurement)	This is cost associated with complying with the federal mandate.	Direct to Global Commitment
41150	Health Access Eligibility Unit	Provides health care eligibility for Health Access programs.	Percentage of SCHIP eligible's as compared to the total G/C eligible's

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Vision Program Code	Plan Dept. Name	Description	Allocation Method
41155	Welfare to Work Director and Staff	Headed by the Welfare-to-Work Director and administers the Reach Up program, including the case management and financial assistance components of Reach Up. Director acts as project manager for such endeavors as state welfare reform, TANF reauthorization, and program redesign.	Direct to TANF and Employment & Training
41165	Quality Assurance Supervisors/Specialists	Staff, which conducts quality control, works involving TANF, Food Stamp and Medicaid Global Commitment programs. Perform detail analysis of sample cases to insure actions were valid. Analyzes delivery and payment system for potential problems and recommends improvement.	Actual cases reviewed by quarter for Food Stamps, TANF & Global Commitment
41170	Welfare Fraud & Quality Control Unit	Welfare Fraud & Quality Control Chief of the Administrative Services Division supervises Fraud & Quality assurance Units.	Staff supervised within the fraud unit and the quality assurance unit
41175	Food Stamps Management Evaluation	Management and Evaluation functions related to administration of the Food Stamps program	Direct to Food Stamps

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Vision Program Code	Plan Dept. Name	Description	Allocation Method
41180	Quality Control/Treasury Offset Program Staff	Staffs who are responsible for quality control work involving TANF, Food Stamp and Global Commitment programs. Perform detail analysis of sample cases to insure actions were valid and work on the Treasury Offset Program – Food Stamps.	Hours per Quarter for TANF, Food Stamps and Global Commitment
41181	Food Stamp Reinvestment	Reinvestment Activities related to Food Stamps for Error Rate Reduction.	Direct to State General Fund
41195	Aid to the Aged, Blind, and Disabled	General administrative expenses that are direct charged to AABD.	Direct to AABD
41205	Family Services Field Operations Support Staff	DCF administrators who direct the implementation of policies and procedures at the district level and monitor program administration in assigned districts. Evaluates program effectiveness, recommends changes to enhance program effectiveness within regulatory and funding limits.	Results of the Economic Assistance time study
41210	Home Heating Program Staff	Staff costs related to running the Home Heating Program.	Direct to Home Heating Program/LIHEAP
41211	Benefit Programs Support Staff	Benefit Programs Support Staff provides training and administrative support for all Economic Services programs.	Employee Salaries Across Field Staff (within Economic Services)

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Vision Program Code	Plan Dept. Name	Description	Allocation Method
41212	Benefit Programs Administrator	Supervises Home Heating Staff, Benefit Programs Support Staff and Systems Operations – Specialists.	Employee Salaries Across Heating and related programs
41215	AABD/EP Global Commitment Exams	Medical exams requested by Field Operations Staff as part of eligibility determination	Direct to Global Commitment– MCO Investment
41220	Food Stamps Medical Exams	Medical exams requested by Field Operations Staff as part of eligibility determination.	Direct to Food Stamp Administration
41225	TANF Medical Exams	Medical exams requested by Field Operations staff as a part of eligibility determination.	Direct to TANF
41235	General Assistance Medical Exams	Medical exams requested by Field Operations Staff as part of eligibility determination.	Direct to MCO Investments
41240	Town Services Officers	Department appointed personnel in towns throughout the state who are compensated for time and expenses. Officers may issue vendor authorizations (purchase orders) to clients with immediate need, may transport clients to and from emergency services.	Percentage of EA and GA dollars spent (allocated to TANF and state general fund)
41250	EBT Financial Services	Contract costs for EBT financial services related directly to Food Stamps.	Direct to Food Stamps
41255	EBT Financial Services	Contract costs for the EBT financial services related directly to TANF.	Direct to TANF

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Vision Program Code	Plan Dept. Name	Description	Allocation Method
41261	EBT Financial Administrator	Acts as deputy to EBT project director in management of EBT contract. Coordinates benefit delivery and develops procedures for Field Operations Staff. Provides customer services to advocacy groups, the banking community, grocery stores, and other groups. Collaboratively trains new workers and EBT liaisons.	Direct to TANF and Food Stamp Issue (Based on Case Count Statistics from Monthly Invoice)
41270	TANF General Administration	General administrative costs to be direct charged to TANF, including but not limited to expenditures related to meetings to be directly billed.	Direct to TANF
41275	Welfare Fraud Investigators	Welfare Fraud Investigators and Staff investigate possible client fraud in income maintenance, Food Stamp and Global Commitment programs and assists attorney general and state attorney offices in preparation and prosecution of civil and criminal actions.	Quarterly percentage of fraud investigations
41290	General Assistance Administration	General administrative costs related to providing GA services.	Percentage of EA and GA dollars spent (allocated to TANF and state general fund)

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Vision Program Code	Plan Dept. Name	Description	Allocation Method
41300	Home Heating General Administration	General administrative costs to be direct charged to Home Heating, including but not limited to specific project related expenditures to be direct charges.	Direct to Home Heating Program/LIHEAP
41305	Food Stamps General Administration	General administrative costs to be direct charged to Food Stamps, including but not limited to, specific project related expenditures to be direct charged.	Direct to Food Stamps
41311	100% Federal Food Stamps E & T (Funds not matched by DOL) ABAWD	Provision of program activities and case management to Reach-Up Participants.	Direct to Food Stamps E & T (no match)
41340	Reach Up Transportation	Administrative costs associated with program for used car donation.	Direct to TANF
41345	Food Stamp Employment and Training Transportation	Costs related to transportation to related services.	Direct to Food Stamps Employment & Training
41365	Farm to Family Administration	Administrative costs associated with vouchers used at farmers markets.	Direct to Farm to Family Administration
41401	Reach Up (Regular Benefits)	Direct cost of cash assistance payments.	Direct to TANF General Fund
41411	Reach Up (Unemployed Parents)	Direct cost of cash assistance payments.	Direct to TANF General Fund
41421	Reach Up Program Costs	Direct cost of cash assistance payments.	Direct to TANF
41431	Reach Up Support Services	Direct cost of cash assistance payments.	Direct to TANF
41441	Reach Up Child Care	Direct cost of cash assistance payments.	Direct to TANF

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Vision Program Code	Plan Dept. Name	Description	Allocation Method
41451	Supportive Services – Medical Transportation	Direct cost of cash assistance payments.	Direct to TANF
41455	Reverse Commute TANF Related	Direct cost of cash assistance payments.	Direct to TANF
41471	Absence and Incapacity	Direct cost of cash assistance payments.	Direct to TANF
41472	Cash Assistance Payments (Post Secondary Education) (TANF MOE)	Direct cost of cash assistance payments.	Direct to TANF General Fund
41473	Incapacity	Direct cost of cash assistance payments.	Direct to TANF
41474	Cash Assistance Payments (Legal Aliens)	Direct cost of cash assistance payments.	Direct to TANF General Fund
41475	Job Retention	Direct cost of cash assistance payments.	Direct to TANF
41476	Two Parents Not Meeting Work	Direct cost of cash assistance payments.	Direct to TANF
41477	Social Rehab Services	Direct cost of cash assistance payments.	Direct to TANF
41478	Childcare/Caretaker Deferment (TANF MOE)	Direct cost of cash assistance payments.	Direct to TANF General Fund
41479	Single Parent Working	Direct cost of cash assistance payments.	Direct to TANF
41480	Single Parent not Meeting Work	Direct cost of cash assistance payments.	Direct to TANF
41481	Cash Assistance Payments (minor parent not living with parent) (TANF MOE)	Direct cost of cash assistance payments.	Direct to TANF General Fund
41482 Delete	Cash Assistance Payments (over 60 month time limit)	Direct cost of cash assistance payments.	Direct to TANF
41484	Absence	Direct cost of cash assistance payments.	Direct to TANF

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Vision Program Code	Plan Dept. Name	Description	Allocation Method
41485	Two Parent Working	Direct cost of cash assistance payments.	Direct to TANF
41501	State Supplement Program – AABD-EP-SSI	Cost of processing of SSI checks to AABD-Essential Persons-SSI charged by the Social Security Administration	Direct to AABD Global Commitment-MCO
41502	State Supplement Program – AABD-SSA	Cost of processing of SSI checks to AABD-SSA as charged by the Social Security Administration	Direct to AABD and Global Commitment-MCO
41245	State Supplement Program – SSA Admin	Cost of processing of SSI checks to SSA Admin as charged by the Social Security Administration.	Direct to AABD
41503 Delete	State Supplement Program (related to SSA – Global Commitment	Cost of processing SSI checks as charged by the Social Security Administration	SSA-DCF MOU
41505 –	AABD-Aged	Administrative cost attributed to the Aging expenditures	Direct to Global Commitment-MCO Investments
41506	AABD-Blind	Administrative cost attributed to the Blind expenditures	Direct to Global Commitment-MCO Investments
41507	AABD-Disabled	Administrative cost attributed to the Disabled expenditures	Direct to Global Commitment-MCO Investments
41532 41533	Home Heating Subsidies	Amount of direct assistance to families.	Direct to Home Heating Program/LIHEAP
41542 41544 41546	Food Stamps Payments	Direct cost of food stamps given to eligible clients.	Direct to Food Stamps
41555	Food Stamps State Exchange	Travel expenditures for meetings and conferences relating to the administration of the Food Stamps Program.	Direct to Food Stamps State Exchange
41635	Medicare Part D	Cost directly related to Medicare Part D	Direct to Medicare Part D

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Vision Program Code	Plan Dept. Name	Description	Allocation Method
41712 41714 41716	General Assistance Direct Payments	Direct costs related to providing GA services.	Direct to General Fund
41721	GA Emergency Assistance	Direct costs related to providing Emergency Assistance	Direct to TANF
41722	GA/GA Dental	Direct costs related to providing Emergency Assistance	Direct to MCO Investments
41723	GA/GC Dental	Direct costs related to providing Emergency Assistance	Direct to MCO Investments
41724	GA/EA Dental	Direct costs related to providing Emergency Assistance	Direct to MCO
41725	GA/SA Dental	Direct costs related to providing Emergency Assistance	Direct to MCO Investments
41726	GA Pharmacy	Direct costs related to providing Emergency Assistance	Direct to MCO Investments
41727	GA Abortions	Direct costs related to providing Emergency Assistance	Direct to General Fund
41730	Federal Emergency Management (FEMA)	Direct FEMA-related costs.	Direct to FEMA
41777	Economic Services General Fund	Miscellaneous non-federal expenditures within Economic Services.	Direct to General Fund
41467	Two parent over 60 month limit	Payments paid by State after the 60 month limit	Direct to General Fund
41468	Single parent over 60 month limit	Payments paid by State after the 60 month limit	Direct to General Fund

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Cost Allocation Plan Guidance:

Vision Program Code				References
41015	41290	41481	41722	OMB A-87 Attachment A, Sec C (1)(a) and Attachment B, Sec 1, 9, 11
41016	41300	41482	41723	
41025	41305	41484	41724	
41110	41340	41485	41725	
41155	41261	41270	41726	
41150	41345	41501	41727	
41155	41365	41502	41467	
41160	41401	41532	41468	
41165	41411	41533	41175	
41170	41421	41542	41431	
41544	41180	41546	41075	
41181	41451	41712	41215	
41195	41455	41714	41225	
41205	41471	41235	40705	
41210	41472	41721	41503	
41211	41473	41730	41505	
41212	41474	41475	41506	
41220	41476	41777	41507	
41225	41477	41275	41143	
41235	41478	41115		
41240	41479	41261		
41245	41480	41555		
41250	41255	41255		

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 6:

Office of General Counsel

Nature and Extent of Services: Legal Staff including General Counsel, Staff, and Staff Attorneys for specific DCF functions.

Vision Program Code	Plan Dept. Name	Description	Allocation Method
40441	DCF Special Assistant	Responsibilities include overall oversight of DCF's legislative agenda; coordination and management of various legal units within DCF and in the Attorney General's Office; coordination with judiciary; establishment of policy directives regarding court improvement efforts; supervision of complex litigation and defense of claims against DCF; oversight of negotiation of contracts and grants; oversight of DCF's diverse regulatory responsibilities and rulemaking. Responsibilities also extend to more general management of DCF affairs, including budgeting process, personnel issues, staff coordination, HRD, coordination between DCF divisions, liaison to AHS, Commissioner-level complaints, departmental and agency policy development and execution.	Employee Salaries Across DCF
40442	DCF Legal Staff	Lawyers and support staff responsible for working with the court system on behalf of children on DCF's caseload.	Title IV-E Eligibility Rate
41295	Legal Division for Economic Services	Staff of Attorney's law clerk and secretarial staff who represent the department in lawsuits and other legal matter especially regarding interpretation of Federal regulations pertaining to client rights. Also, review department contractual	Results of Legal Time Study

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

		agreements.	
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Cost Allocation Plan Guidance:

Vision Program Code	References
40441 40442 41295	OMB A-87, Attachment B, Sec. 11 & Sec. 14 (b)

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 7:

Field Operations

Nature and Extent of Services: Outstationed services provided by DCF.

Vision Program Code	Plan Dept. Name	Description	Allocation Method
40010	Social Workers	Costs directly associated with social workers. Social workers provide direct services to child welfare clients including case management, child abuse/neglect investigations, and eligibility determination.	Results of Family Services time study
40020	Investigator Social Workers	Costs directly associated with investigator social workers. Investigators respond to allegations of abuse or neglect within 72 hours of receiving a report to determine whether or not the allegation is substantiated and to determine what action may be needed immediately to address health and safety issues.	Direct to TANF
40040	Adoption Services	Adoption social workers facilitate the adoption process and provide case management for the adoption cases. Services to children include recruitment and training of potential adoptive homes, matching children freed for adoption with those families and completing adoption finalization reports for the probate court and negotiating adoption subsidies.	Title IV-E Adoption Assistance Rate

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Vision Program Code	Plan Dept. Name	Description	Allocation Method
40050	Family Services District Directors and Staff	All administrative costs (personal service costs and operating expenses) incurred in the district office other than those associated with social workers, resource coordinators and adoption workers. The District Director and Staff manage the office and provide administrative support and supervision to the field staff.	Employee Salaries Across Field Staff (within Family Services)
40095	Social Work Trainees	Costs associated with social work trainees (new hires).	Results of Family Services time study
40450	AHS Field Directors and Field Service	AHS Field Directors are expected to work with state departments and divisions, private agencies, community partnerships, education, business, and, especially, consumer groups, to design and implement improvements that improve performance related to the 10 outcomes of the Agency of Human Services.	Employee Salaries of all staff at Field Offices
41001	Peer Navigation	Direct costs for Peer Navigators hired through Peer Navigation Grant. Function is to assure that parents with disabilities have assistance to navigate the complex human services system.	Direct to 360 Grant
41002	DCF Service Coordination	Direct costs associated with contracted Service Coordinator salaries. Position is designed to work with Field Directors to coordinate care on complex individual cases.	Employee Salaries of all staff at Field Offices

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Vision Program Code	Plan Dept. Name	Description	Allocation Method
41003	Field Director Direct Service	Direct dollars for flexible use by Field Directors to address immediate needs and identified gaps in the system of care in local districts.	Direct to General Fund
41004	High Risk Pool	Dollars dedicated to providing interim support and stabilization to children and their families who have extraordinary needs beyond the criteria of existing support systems.	Direct to General Fund
41006	Consumer Involvement	Stipends and associated costs to ensure consumer involvement in the functions of the AHS.	Employee Salaries of all staff at Field Offices
41007	Warm and Welcoming	Direct cost of equipment, modifications, and supplies dedicated to make AHS space accessible and responsive to the needs of our clients.	Employee Salaries of all staff at Field Offices
41185	Economic Services Eligibility Workers	District office personnel who interview and input data on new applications to establish eligibility and determine continuing eligibility of clients by review of applications, interviews, correspondence and other sources for the TANF, LIHEAP, Medicaid , Global Commitment, Choice of Care Waiver , General Fund Assistance, AABD and Food Stamp programs.	Results of the Economic Assistance time study
41190	Economic Services Supervisors	District office supervisory personnel, who plan, assign and review the work of eligibility specialists.	Results of the Economic Assistance time study

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Vision Program Code	Plan Dept. Name	Description	Allocation Method
41200	Economic Services District Directors and Support Staff	District office directors who manage the day-to-day operations of welfare district offices. Responsible for implementation of all assigned welfare programs according to Federal and State regulations and procedures. Cost center includes Case Aides and supporting clerical staff.	Employee Salaries Across Field Staff (within Economic Services)
41280	Reach Up Case Managers	District office self-support personnel for TANF and Employment and Training programs who provide support services, counseling and job search assistance to clients seeking employment opportunities.	Reach Up Time Study
41285	Reach Up Case Manager Supervisors	District office supervisory personnel, who plan, assign and review the work of social workers for TANF and Employment and Training programs.	Reach Up Time Study

Cost Allocation Plan Guidance:

Vision Program Code	References
40010 41001 40020 41002 40040 41003 40050 41004 40450 41006 41185 41007 41190 41200 41280 41285	OMB A-87, Attachment A, Sec C (1)(a) and Attachment B, Sec 11 and 9

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 8:

Office of Child Support

Nature and Extent of Services: The Office of Child Support (OCS) establishes and enforces child support court orders, locates missing parents, and ensures the steady flow of economic support to Vermont children.

Vision Program Code	Plan Dept. Name	Description	Allocation Method
38010	Administration	Unit is responsible for the entire Vermont Office of Child Support program. This includes providing support for all facets of child support operations, including policy and procedures; developing goals, standards, and performance measures; technological functions; business functions; training; administrative support; legal supervision; legislation; strategic planning; and management.	Salary in OCS vs. Salary in OCS (minus Director and Administrative Staff)
38020	Cash Receipts Unit	This unit performs child support accounting functions as well as billing activities (bills are sent to non-custodial parents and employers) and the maintenance of arrearage information on child support cases. This unit performs all payment receipting and disbursement functions for public assistance and non-public assistance cases.	IV-D Cases vs. Non-IV-D Cases
38030	Customer Service Unit	This unit responds to telephone inquiries involving child support and researches complex issues for customers calling OCS. This allows field operations staff time to be attentive to the establishment, modification, and the enforcement functions for customers in the continued process of collecting child support for families.	IV-D Customer Contacts vs. Non-IV-D Customer Contacts

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Vision Program Code	Plan Dept. Name	Description	Allocation Method
38040	Records Center	This unit receives all court orders and enters data from the court order into the mainframe computer. All applications for child support services come to this unit and this data is entered as well. The unit stores and controls all case files and hard copy documents for legal actions in Field Operations, Cash Receipts, Registry, Customer Service, Interstate, Intercept, Legal, and the Administration Units.	IV-D Cases vs. Non-IV-D Cases
38050	Program Development	This unit is responsible for the planning, coordination, and development of policies, procedures, and state plan for the IV-D program.	Direct to Title IV-D
38060	Interstate Central Registry	This unit provides support for processing all actions necessary to establish, modify, and enforce child support orders when the custodial or non-custodial parent is out of state. The unit also houses the Parent Locator function that finds absent parents. The Parent Locator service searches and locates parents in order to secure child support for families.	Direct to Title IV-D
38070	Legal	Costs associated with the legal aspects of the IV-D program including sheriff services, recording fees, and costs for the Family Court system. This cost pool does not include staff attorneys or paralegal positions. These are found in the Field Operations Unit as part of the district office expenses.	Direct to Title IV-D
38080	Paternity Testing	Costs in this cost pool are for Contracts with private laboratories for genetic and other blood tests for use in paternity determination.	Direct to Title IV-D

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Vision Program Code	Plan Dept. Name	Description	Allocation Method
38090 Moved to IT	Data Processing & IT costs	Costs from the State's central data processing facility and information technology costs that directly support the Title IV-D program.	Direct to Title IV-D
38100	Intercept Unit	This unit is responsible for administrative child support enforcement remedies. Such remedies include liens, administrative wage withholding, administrative arrears increase, bank match, Federal and State Tax Offset, and license suspension.	Direct to Title IV-D
38110	Training	This unit includes the Training Coordinator who provides court, computer, policy, procedure, and other IV-D training opportunities for OCS staff. In addition, training related travel and overtime will be charged to this unit during employee training.	Direct to Title IV-D
38140	Enhanced Funding APD	Advanced Funding costs per approved APDs.	Direct to Enhanced Funding APD
38150	Employer Services Unit	This unit acts as a liaison between OCS and Vermont employer providing customer services directly to employers regarding availability of health insurance, wages withholding garnishments and new hire reporting	Direct to IV-D
38210	Northeast Regional Office – R1	This unit establishes, modifies, and enforces child support orders for TANF cases and in instances where the custodial parent has applied for OCS services.	Direct to Title IV-D
38220	Northwest Regional Office – R2	This unit establishes, modifies, and enforces child support orders for TANF cases and in instances where the custodial parent has applied for OCS services.	Direct to Title IV-D
38230	Central Regional Office – R3	This unit establishes, modifies, and enforces child support orders for TANF cases and in instances where the custodial parent has applied for OCS services.	Direct to Title IV-D

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Vision Program Code	Plan Dept. Name	Description	Allocation Method
38240	Southeast Regional Office – R4	This unit establishes, modifies, and enforces child support orders for TANF cases and in instances where the custodial parent has applied for OCS services.	Direct to Title IV-D
38250	Southwest Regional Office – R5	This unit establishes, modifies, and enforces child support orders for TANF cases and in instances where the custodial parent has applied for OCS services.	Direct to Title IV-D
41265	OCS Usage for District Offices	Costs associated with child support usage of space in district offices (electricity, communications, rent, etc).	Direct to Title IV-D

Cost Allocation Plan Guidance:

Vision Program Code	References
38010 38020 38030 38040 38050 38060 38080 38100 38140 38210 38220 38230 38240 38250 41265	OMB A-87, Attachment A, Sec C (1)(a) and Attachment B, Sections 1, 6, 11, and 14
38090	OMB A-87, Attachment A, Sec C (1)(a) and Attachment B, Sec 6 and Sec 11
38070	OMB A-87, Attachment B, Sec. 11 & Sec 14 (b)
38110	OMB A-87, Attachment A, Sec C (1) (a) & Attachment B, Sec 11 & Sec 40.

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 9:

Office of Economic Opportunity

Nature and Extent of Services: This office seeks to increase the self-sufficiency of Vermonters and strengthen Vermont communities. OEO provides program and grants management, resource identification and development, training, technical assistance, and advocacy for community-based organizations in a manner that fosters creativity and innovation.

Vision Program Code	Plan Dept. Name	Description	Allocation Method
44100	OEO Administration	State funded portion of costs to oversee all OEO functions and provides supervision to office staff.	Direct to State General Funds
44200	Weatherization	State funded portion statewide program that works to reduce energy costs for low-income families, particularly for the elderly, people with disabilities, and children.	Direct to Weatherization (state funded)
44210	DOE Weatherization	Federal funded portion statewide program that works to reduce energy costs for low-income families, particularly for the elderly, people with disabilities, and children.	Direct to Weatherization (federally funded)
44220	Emergency Heating System Grant Program	Special (State) funds, provides resources to allow the replacement and repair of unsafe heating systems.	Direct to Weatherization (state funded)
44230	Health & Safety Heating System Replacements	Special (State) funds provide funding for the replacement of unsafe heating systems in homes to allow weatherization to proceed.	Direct to Weatherization (state funded)

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Vision Program Code	Plan Dept. Name	Description	Allocation Method
44300	Community Services (CSBG Discretionary)	Federal funds-The primary goal is to eliminate poverty and provide training and technical assistance.	Direct to CSBG
44310	Community Services Block Grant (CSBG)	Federal funded, with a goal to eliminate poverty. Funds are used to provide a range of services and activities having measurable and potentially major impact on causes of poverty in the community or those areas of the community where poverty is a particularly acute problem.	Direct to CSBG
44340	LIHEAP Outreach	To provide outreach activities for the Fuel Assistance program to include public information on the fuel program, transportation and referral activities to local Fuel Assistance program offices to assure access to program benefits.	Direct to Home Heating Program/LIHEAP
44350	Individual Development Account (IDA)	State funded, to provide financial literacy training and matched savings accounts for low-income Vermonters seeking home ownership, further education or to start their own business.	Direct to IDA
44450	Homeless Assistance	State funded for the homeless and Emergency Shelter Grant	Direct to General Funds

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Vision Program Code	Plan Dept. Name	Description	Allocation Method
44460	Emergency Shelter Program	Federal and state funded, provides funds for operating expenses of brick and mortar shelters and supportive services for the homeless and those at risk of homelessness.	Direct to Emergency Shelter Program
44600	Job Start T & TA	State funded, and inter-department transfer from the Agency of Commerce Community Development to provide training, education, advise and other help to lower income people interested in starting maintaining , or expanding small businesses. The program is designed to help participants assess the feasibility of their ideas, develop business plans, acquire appropriate skills, and secure necessary financing from Job Start or other sources.	Direct to Job Start Program

Cost Allocation Plan Guidance:

Vision Program Code	References
44100 44200 44210 44220 44230 44300 44310 44340 44350 44450 44460 44600	OMB A-87, Attachment A, Sec C (1)(a) and Attachment B, Sections 1, 11

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 10:

Disability Determination Services

Nature and Extent of Services: The division consists of professional disability examiners who work with part-time medical doctors representing a number of medical specialties. These professionals are supported by case clericals and an administrative unit. Besides salaries, principal expenditures are fees to pay for evidence from applicant's treating sources and fees for consultative medical examinations arranged by the DDS with doctors around the state when critical medical evidence is not available from treating sources.

Vision Program Code	Plan Dept. Name	Description	Allocation Method
40225	Disability Determinations Director and Staff	Oversees all professional disability examiners who work with part-time medical doctors representing a number of medical specialties. Also oversees their support staff, which consists of case clericals and an administrative unit.	Direct to Social Security
40226	DD Clerical	Administrative costs (personal service costs and operating expenses) of the clerical unit that provides supports to the Director, Claims Examiners and Adjudicators of the Disability Determination Services Unit.	Direct to Social Security
40227	DD Examiners	DDS collects medical and vocational evidence on each applicant sufficient to apply the above definition, interpreted by the Social Security Administration policy manual.	Direct to Social Security

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Vision Program Code	Plan Dept. Name	Description	Allocation Method
40228	DD – Medical Consultants	Cost of contracted staff to conduct disability determinations.	Direct to Social Security
40229	DD Information Technology	Technology supports specifically related to DDS.	Direct to Social Security IT
41100	DDS Medical Exams	Review of medical evidence records necessary for Global Commitment eligibility determinations.	Direct to Social Security

Cost Allocation Plan Guidance:

Vision Program Code	References
40225 40226 40227 40228 41100	OMB A-87, Attachment A, Sec C (1)(a) and Attachment B, Section 9, 11
40229	OMB A-87, Attachment A, Sec C (1)(a) and Attachment B, Sec 6 and Sec 11

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 11:

Child Development

Nature and Extent of Services: Efforts related to childcare activities in the State of Vermont.

Vision Program Code	Plan Dept. Name	Description	Allocation Method
37670	Head Start Collaboration	To promote school readiness by enhancing the social and cognitive development of low-income children, including children on federally recognized reservations and children of migratory farm workers.	Direct to Head Start Collaborative Grant
39600	Family Infant and Toddler Program	Programmatic Costs associated with the Infant and Toddler Program.	Direct to Family Infant and Toddler Program
39601	Family Infant and Toddler Program – Admin Costs	Administrative Costs associated with the Infant and Toddler Program.	Direct to Global Commitment
39740	Success By Six	Programmatic Costs associated with the Success By Six Program	Direct to Success by Six General Fund (80%) and Global Commitment (20%)
39750.1	Healthy Babies – SPMP	Staff costs associated with administering the Healthy Babies program for skilled medical professionals.	Direct to Global Commitment
39750.2	Healthy Babies Kids and Families Grant	Programmatic Costs associated with the Healthy Babies Kids and Families Program.	Direct to Global Commitment
39751	Healthy Babies – Non-SPMP	Staff costs associated with administering the Healthy Babies program.	Direct to Global Commitment
39763	Early Childhood Comp Systems (ECCS)	State funded early childhood program.	Direct to ECCS
39764 – Delete	CISS Child Care	Costs associated with CISS Child Care federal grant.	Direct to CISS Child Care

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Vision Program Code	Plan Dept. Name	Description	Allocation Method
40100	Child Care Services Development Division Admin Staff	Personal services and operating expenses associated with Child Care Services Division Staff, including Deputy Commissioner, whose activities are defined as administrative by the Child Care and Development Fund regulations. This includes Division Director, Program Supervisors, Program Monitors, and clerical and administrative support for the childcare program. Also includes the Assistant Attorney General assigned to Child Care Development.	Child Care Subsidy Case Count
40105	Child Care Services Development Division Service Staff	Personal services and operating expenses associated with service staff including the operations manager and staff.	Child Care Subsidy Case Count
40110 40115	Child Care Development Licensing Unit	The unit is primarily charged with risk reduction and quality services for children's day care, foster care, and children's residential care facilities as well as private child placing and adoption agencies.	Child Care Subsidy Case Count
40370	Emergency Food Assistance (TEFAP)	Administrative costs associated with food purchases through USDA for shelters.	Direct to the Emergency Food Assistance Program (TEFAP)

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Vision Program Code	Plan Dept. Name	Description	Allocation Method
40530.7	Child Care Development Subsidy	IV-E eligible program expenditures for child subsidy payments including foster care, subsidized adoptions, respite, training, transportation.	Direct to Title IV-E Child Development
40540	Family Support Daycare Program	Administrative costs associated with Family Support Daycare Program	Direct to Title IV-B Child Welfare Services
40570	Child Care and Development Fund - Discretionary	Administrative costs associated with administrative of CCDF.	Direct to Child Care Development Fund (CCDF) - Discretionary
40600	Child Care and Development Fund – Mandatory and Matching	Administrative costs associated with administrative of CCDF.	Direct to Child Care Development Fund (CCDF) – Mandatory/Matching
40615 Moved from Family Services	Bright Futures	Costs associated with the Bright Futures Program-Infrastructure Program	Direct to General Fund Bright Futures Fund
40631	Child Development – TANF	Payments for Transportation and Subsidy eligibility.	Direct To TANF
40633	Child Development TANF-MOE Only	Child subsidy payments	Direct to TANF MOE
40704	GC FITP CAPTA Medicaid Eligible	Programmatic cost associated with Medicaid Eligible CAPTA FITP service.	Direct to GC
40706	GC FITP Program Staff	Program staff working on FITP Program	Direct to FITP
40707	GC CUPS Program Staff	Program staff working on the CUPS program	Direct to Cups
40708	GC MCO CAPTA - Non Medicaid	Programmatic cost associated with non Medicaid Eligible CAPTA FITP .	Direct to MCO
42500	GC CUPS Medicaid	Provides early childhood mental health intervention.	Direct to GC
42501	CUPS-Administrative	Administrative costs associated with CUPS	Direct to Global Commitment

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Vision Program Code	Plan Dept. Name	Description	Allocation Method
44320	SAE Foods	Administrative costs associated with SAE Foods.	Direct to SAE Foods
37560	Parent Child Centers	Costs associated with Parent Child Centers.	Direct to General Fund
37660	Children's Trust Fund Grant	Costs associated with Children's Trust Fund Grant.	Direct to Children's Trust Fund Grant
37661	Children's Trust Fund Grant/JJDP	Costs associated with Children's Trust Fund Grant but charged to JJDP grants.	Direct to JJDP
37662	Children's Trust Fund Grant/Tax Check	Costs associated with Children's Trust Fund Grant/Tax Check Off.	Direct to Children's Trust Fund Grant

Cost Allocation Plan Guidance:

Vision Program Code	References
37670 40570 39600 40600 39750 40700 39751 44320 39763 39740 40105 40110 39764 40115 42500 40370 40631 40540 40633	OMB A-87, Attachment A, Sec C (1)(a) and Attachment B, Sec 11 (a), (b)
40100	OMB A-87, Attachment B, Sec. 11 & Sec 14 (b)

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 12:

Grants

Vision Program Code	Plan Dept. Name	Description	Allocation Method
37550	Drug Free Schools	Costs associated with Drug Free Schools program.	Direct to Drug Free Schools
37551	Drug Free Schools Administration	Administrative costs associated with Drug Free Schools grants.	Direct to Drug Free Schools
37552	Drug Free Schools Consultants	Consultant costs associated with Drug Free Schools grants.	Direct to Drug Free Schools
37610	Community Based Family Resource Grant -Child Abuse Prevention Grant (CBCAP)	Costs associated with CBFR CBCAP grants.	Direct to CBFR CBCAP
37611	Community Based Family Resource Grant - Child Abuse Prevention (CBCAP) Administration	Administrative costs associated with CBFR CBCAP grants.	Direct to CBFR CBCAP
40551	Title IV-E Educational Training Vouchers	Costs associated with Title IV-E Educational Training grant - EVT program	Direct to Title IV-E/ EVT
41310	RU - Employment Training - DET (E&T 100%)	Provision of program activities and case management to Reach Up participants and a Teen Parent Education Program for eligible teens.	Direct to Food Stamp Employment and Training
41311	RU - Employment Training - DET (E&T 100%)	Provision of program activities and case management to Reach Up participants and a Teen Parent Education Program for eligible teens.	Direct to Food Stamp Employment and Training
41315	Food Stamp Outreach	Provide food stamp outreach services to eligible low-income persons.	Direct to Food Stamp Outreach
41316	Food Stamp Outreach	Provide food stamp outreach services to eligible low-income persons.	Direct to Food Stamp Outreach (100% Match)

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Vision Program Code	Plan Dept. Name	Description	Allocation Method
41320	Food Stamp Nutrition Education	Provide nutrition education services to food stamp recipients and applicants and to other eligible low-income persons.	Direct to Food Stamp Nutrition Education
41321	Food Stamp Nutrition Education 100% Matched	Provide nutrition education services to food stamp recipients and applicants and to other eligible low-income persons.	Direct to Food Stamp Nutrition Education
41330	Reach Up Case Management Other	Provision of program activities and case management to Reach Up participants and a Teen Parent Education Program for eligible teens.	Direct to TANF
41331	Reach Up Case Management Other 50/50 TANF/FSE	Provision of program activities and case management to Reach Up participants and a Teen Parent Education Program for eligible teens.	Direct to TANF and Employment and Training
41335	Reach Up Case Management - Job Start	Provision of program activities and case management to Reach Up participants and a Teen Parent Education Program for eligible teens.	Direct to Food Stamp Employment and Training
41336	Food Stamp E&T 100% Match	Provision of program activities and case management to Reach Up participants and a Teen Parent Education Program for eligible teens.	Direct to Employment & Training
41337	Reach Up Case Management - DET	Provision of program activities and case management to Reach Up participants and a Teen Parent Education Program for eligible teens.	Direct to TANF

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Vision Program Code	Plan Dept. Name	Description	Allocation Method
41343	Reach Up Post Secondary Education	Provision of program activities and case management to Reach Up participants and a Teen Parent Education Program for eligible teens.	Direct to General Fund
41350.1	Parent Child Centers (Reach Up)	Programmatic costs associated with Parent Child Centers.	Direct to TANF and Employment & Training
41350.2	Parent Child Centers (Child Development)	Programmatic costs associated with Parent Child Centers.	Direct to General Fund
41360	Farm to Family - Non-WIC	Programmatic costs associated with Farm to Family Program.	Direct to Farm to Family Non-WIC
41361	Farm to Family - Senior Coupons	Programmatic costs associated with Farm to Family Program.	Direct to Farm to Family Senior Coupons
41362	Farm to Family - WIC	Programmatic costs associated with Farm to Family Program.	Direct to Farm to Family WIC
41370	DCF - Child Nutrition - CECH	Support Child Nutrition Program services that are primarily intended to promote and expand participation in federal nutrition programs for children.	Direct to Child Nutrition
41371	ES Child Nutrition - CFNP (100% Match)	Support Child Nutrition Program services that are primarily intended to promote and expand participation in federal nutrition programs for children.	Direct to Child Nutrition
41456	Getting Ready for Work	Direct cost of cash assistance payments.	Direct to TANF
44850	Homeless Prevention	Costs associated with Emergency Shelter Grant.	Direct to General Fund
49343	Title I Neglected & Delinquent (Department of Education)	Costs associated with Title I Neglected & Delinquent grant.	Direct to Title I Neglected & Delinquent

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Department of Disabilities, Aging and Independent Living (DDAIL)

I. Introduction

The following narrative and supporting schedules represent the public assistance cost allocation plan (PCAP) for the State of Vermont, Agency of Human Services (AHS), Department of Disabilities, Aging and Independent Living (DDAIL). DDAIL is responsible for administering Title III funded programming, Section 110 programming and developmental disabilities case management services for the State of Vermont.

DDAIL Mission Statement

The Department of Aging and Independent Living is the center of the Agency of Human Services' program management and policy development with respect to older persons and persons with disabilities. The Department has the following goals:

- Assist older persons and adults with physical disabilities to live as independently as possible.
- Assist persons with disabilities to find and maintain meaningful employment.
- Assure quality of care and life to individuals receiving health care and/or long term care services from licensed or certified health care providers and protect elderly and disabled adults from abuse, neglect and exploitation.

Within this document, we have included an overview of DDAIL's organizational structure and a list of the specific functions performed by DDAIL, referred to as plan departments or cost pools, and the allocation method for each function.

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

II. Organization

The major programs at DDAIL are organized under the following divisions:

Division of Disability and Aging Services - These activities center around developing, overseeing and enabling access to a system of services which assist older persons and persons with disabilities to live as independently as is possible. Includes overseeing a variety of services, such as nutrition, attendant care, homemaker, adult day, respite, transportation, benefits counseling, advocacy, service coordination, information and referral, and, and legal assistance. Helps children and adults with developmental disabilities and children with health impairments and/or physical disabilities to live as independently as possible within their family, home and community, acting as the appointed (public) guardian for some persons age 60 and over.

Blind and Visually Impaired - These activities offer a wide range of vocational, independent living, social and advocacy services to individuals who are blind or visually impaired.

Vocational Rehabilitation - These activities are designed to assist persons with disabilities to obtain or maintain employment or independence consistent with their interests and abilities.

Licensing and Protection - These activities include the regulation of a variety of health care and residential facilities, and investigating adult abuse and/or neglect.

Also DDAIL has a Intergovernmental agreement with OVHA pertaining to the Global Commitment Health Waiver.

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

III. Plan Departments and Allocation Methodologies

Plan Department 1:

State Wide Indirect Cost Allocation Plan (SWICAP)

Nature and Extent of Services: The State of Vermont, Agency of Human Services, negotiates the annual State Wide Indirect Cost Allocation Plan (SWICAP) with the Federal Government. The approved statewide indirect costs applicable to DDAIL are included in the CAP and allocated to the appropriate benefiting objectives.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
10000*	SWICAP	DDAIL Allocation of State Wide Indirect Costs	Salary Dollars less Attendant Services Salaries to Division and Total Cost to Plan Dept. within Divisions (Department level indirect costs, Statewide costs (including Single Audit), and Agency costs are allocated to each division based on their share of Department wide salary costs excluding the Attendant Service Program salaries. Costs are allocated at the divisional level based on total cost.)
10002*	Attorney General's Office	DDAIL Allocation of Attorney General's Office	Salary Dollars less Attendant Services Salaries to Division and Total Cost to Plan Dept. within Divisions
11111*	AHS Indirect Cost	DDAIL Allocation of State Wide Indirect Costs	Salary Dollars less Attendant Services Salaries to Division and Total Cost to Plan Dept. within Divisions
37070*	Computer Services Unit	DDAIL Allocation of State Wide Indirect Costs	Salary Dollars less Attendant Services Salaries to Division and Total Cost to Plan Dept. Within Divisions
33333*	Secretary's Office	DDAIL Allocation of State Wide Indirect Costs	Salary Dollars less Attendant Services Salaries to Division and Total Cost to Plan Dept. within Divisions

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Plan Department 1:

State Wide Indirect Cost Allocation Plan (SWICAP) cont.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
37200*	Single State Audit	DDAIL Allocation of State Wide Indirect Costs	Salary Dollars less Attendant Services Salaries to Division and Total Cost to Plan Dept. within Divisions
37220*	Human Services Board	DDAIL Allocation of State Wide Indirect Costs	Salary Dollars less Attendant Services Salaries to Division and Total Cost to Plan Dept. within Divisions
37240*	Field Services	DDAIL Allocation of State Wide Indirect Costs	Salary Dollars less Attendant Services Salaries to Division and Total Cost to Plan Dept. within Divisions

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Plan Department 2:

DDAIL Commissioner's Office

Nature and Extent of Services: The DDAIL Commissioner's Office oversees and enables the department to meet its mission: assist older Vermonters and people with disabilities to live as independently as possible; assist people with disabilities to find and maintain meaningful employment; assure quality of care and life to individuals receiving health care services from licensed or certified health care providers; and protect vulnerable adults from abuse, neglect and exploitation.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39166	Bioterrorism Prepare Info	Costs related to the Bioterrorism Grant	Direct to Bioterrorism Preparedness Grant
43010*	Commissioner's Office - Department Administration	DDAIL Allocation of State Wide Indirect Costs	Salary Dollars less Attendant Services Salaries to Division and Total Cost to Plan Dept. within Divisions
43955*	MCO Investments	State expense reportable under the Global Commitment Waiver	Direct to MCO Investments

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Plan Department 3:

Division of Disability and Aging Services

Nature and Extent of Services: The Division of Disability and Aging Services develops, oversees and enables access to a system of services which assist older persons and persons with disabilities to live as independently as is possible. Its responsibilities include overseeing a variety of services, such as nutrition, attendant care, homemaker, adult day, respite, transportation, benefits counseling, advocacy, service coordination, information and referral, and legal assistance. It also helps children and adults with developmental disabilities and children with health impairments and/or physical disabilities to live as independently as possible within their family, home and community. The Division of Disability and Aging Services is broken down into five distinct units. The following information describes the units.

Deputy Commissioner & Information & Data Unit

This unit consists of the Information & Data Unit as well as the Deputy Commissioner and support staff. Their functions are wide ranging and contribute to the Division of Disability and Aging Services as a whole. This unit's default program code is 43070. The Method for this program/unit spreads costs based on ratio of total direct costs of each unit in DDAS expended in the quarter.

Office of Public Guardian

This unit oversees the guardianship services to the elderly and mentally disabled. The ultimate objective of each public guardian is to ensure wards receive appropriate care, protection and services in the least restrictive manner and environment. The director and support staff will be allocated by percent of salary dollars directly charged in the unit.

Community Programs and Development Unit

The Community Programs & Development Unit works with local providers, consumer organizations and other state (and federal) agencies to facilitate the development of services and supports to meet the needs of people with disabilities and older Vermonter across the state. The focus of this unit is primarily on building capacity with service providers to meet the needs of community members. The director and support staff are allocated by the percent of salary dollars directly charged in the unit.

Quality Improvement Unit

The Quality Improvement Unit, in collaboration with DDAS staff and provider service agencies, is responsible to continually improve and ensure the quality of services provided through the Division of Disability and Aging Services. The work of the Quality Improvement Unit includes the collection, analysis and sharing of performance information through the following activities: Quality Assurance/Quality Improvement Development, Provider Quality Reviews, Provider Designation, Complaints/appeals, monitor and ensure Ombudsman services are in place for Vermont's long term care service system, Training/Education, Consumer Surveys and Provider Relations/Technical Assistance. Director and staff of this unit are allocated by percent of salary dollars directly charged in the unit.

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Individual Supports Unit

Individual Supports Unit is largely comprised of Global Commitment or Medicaid funded programs that provide individualized services to Vermonters ages' birth to death with disabilities. Such programs include: Choices for Care Waiver, Traumatic Brain Injury Waiver, Developmental Disability Waiver and specialty services, children and adult personal services, and High tech nursing. The director and support staff are allocated by the percent of salary dollars directly charged in the unit.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
43030*	DDAS Managers and Support Staff	Managers and support staff in the Division of Disability and Aging Services	Method M - Percent of Salary Dollars Directly Charged (DDAS) (Managers' & support staff salaries, fringe, and operating expenses will be aggregated and allocated to all direct program charges in the quarter based upon an aggregate percentage of salary dollars directly charged in their unit.)
43040*	DDAS –Community Programs and Development Unit Admin/Leave Time	Expenses associated with the administrative and leave time for the DDAS – Community Programs and Development Unit.	Method L - Percent of Salary Dollars Directly Charged in the Community Programs and Development Unit) (Managers' salaries, fringe, and operating expenses will be aggregated and allocated to all direct program charges in the quarter based upon an aggregate percentage of salary dollars directly charged in the Community Programs and Development Unit.)

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Plan Department 3:

Division of Disability and Aging Services (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
43070*	DDAS Division Director and Support Staff	Expenses associated with the Division Director and Administrative Staff who have broad responsibilities for programs operated within the division.	Method A2 - Ratio of Total Direct Program Funds Expended in Quarter (Salary & Expenses of Division Director and Administrative Staff are allocated based on a ratio of total costs in each division.)
37700*	Global Commitment Administration	Staff and related expenses for administering Vermont's Section 1115 Waivers of the Social Security Act and other Global Commitment State Plan Services. Includes grant payments to Area Agencies on Aging for Global Commitment outreach to Ombudsman Program.	Direct to Global Commitment
37710*	Global Commitment Program	Expenses related to Global Commitment programs (TBI, ICF-MR, Waiver, Clinic, Adult Day and ASP Personal Care)	Direct to Global Commitment Program
37800	Social Services Block Grant	Expenses related to Social Services Block Grant	Direct to Social Services Block Grant
39727	Commodities Supplemental Food Program	Delivery of Commodities to primarily Seniors	Direct to Commodities Supplemental Food Program
41072	OVHA SPAP Grant	Expenses related to the SPAP Grant	Direct to SPAP Grant
41602	State Children's Health Insurance Program	Expenses related to the SCHIP Program	Direct to SCHIP
42011	Guardianship Services Specialists	Provide Guardianship services to the eligible developmentally disabled population	Direct to DDAS Guardianship

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Plan Department 3:

Division of Disability and Aging Services (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
42016*	Nurse SMP Time	Expenses related to Nurse Professional time to administer Global Commitment Program.	Direct to Global Commitment
43050*	Attendant Services Program	Staff and expenses related to administering the Attendant Services Program, a program providing attendants to elderly persons and persons with disabilities who manage their own care.	Method O - Persons Served in Quarter By DDAS (Allocated among Title III E, General Fund, and Global Commitment Admin 50% based upon the persons served in the quarter.)
43060*	Case Management	State staff time and expenses related to training program for case managers. Recipients of training are staff from the Area Agencies on Aging and Home Health Agencies.	Method P - Divided between Title III- E and Global Commitment Admin 50%
43520	Dementia Grant	Federal related to respite services to families with dementia	Direct to Dementia Grant
43530	Administration on Aging Support Services (III-B)	Expenses related to administration on aging support services	Direct to Admin on Aging Support Services – Title III – B
43531	AAA Congregate Meals III-C-1	Expenses related to grant for congregate meals	Direct to AAA Cong. Meals III-C1
43532	AAA Home Delivered Meals (III-C-2)	Expenses related to Admin on Aging Home Delivered Meals	Direct to AAA Delivered Meals III-C-2
43534	AAA Preventative Health III-D	Expenses related to Admin on Aging Preventative Health	Direct to Admin on Aging Preventative Health Title III-D
43535	AAA Abuse Prevention VII	Expenses related to Admin on Aging Abuse Prevention	Direct to Admin on Aging Abuse Prevention VII
43536	Ombudsman Title VII	Expenses related to Ombudsman Title VII	Direct to Ombudsman Title VII

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Plan Department 3:

Division of Disability and Aging Services (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
43550	AAA General Fund-Transportation	Costs for program providing transportation services to seniors	Allocated to Food and Nutrition Services based on cost of the program (using AAA GF Transportation method) for the quarter and then allocated proportionately to the Title III programs based upon Title III total costs in the quarter (using Direct to Older American's Act Method %'s)
43570	State Health Insurance Program	Area Agencies on Aging provide outreach and assistance to Medicare beneficiaries.	Direct to State Health Insurance Program Grant
43590	NSIP USDA	Expenses related to NSIP Grant	Direct to NSIP Grant
43600	Food and Nutrition Services	Food stamp outreach	Direct to Food & Nutrition Services
43610	LIHEAP Energy	Expenses related to the Energy Outreach Grant	Direct to Energy Outreach Grant
43810	Robert Wood Johnson	Private Grant for housing related expenses	Direct to Robert Wood Johnson Grant
43820	DDAS Transportation –Adult Day Centers	Expenses related to DAD Transportation	Direct to State General Fund
43890	State Plan Administration and National Family Care Supplemental (III-E)	Activities related to administering OAA programs & for III-E services	Direct to Admin on Aging National Family Care Supplemental III-E
43951	CMS-CSRE-System Change	Expenses related to the CMS-CSRE-System Change Grant	Direct to CMS-CSRE System Change
43952	1115 LTC Waiver extra admin - 50%	New costs incurred for the purpose of implementing the 1115 LTC Waiver	Direct to Medicaid 50%

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 3:

Division of Disability and Aging Services (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
43953	1115 LTC Waiver extra admin - 75% SPM	Time and travel of the LTC Nursing Staff for new activities pertaining to the LTC Section 1115 Medicaid Waiver. These activities are limited to: assessing the necessity for and adequacy of services, including level of care determination and utilization review; consulting with staff, providers and other agencies regarding the necessity for and adequacy of medical care and services; and furnishing professional medical opinions.	Direct to Medicaid 75%
43955*	MCO Investments	State expense reportable under the Global Commitment Waiver	Direct to MCO Investments
43956	Senior Center Earmark	Costs associated with the Senior Center Grant	Direct to Senior Center Grant
43958	AOA ADRC Program Grant	Expenses related to ADRC Program Grant	Direct to ADRC program Grant
43959	CMSO ADRC Program Grant	Expenses related to CMSO ADRC Program Grant	Direct to CMSO ADRC Program Grant
43960	TBI Planning Grant	Direct expenses related to the Grant	Direct to TBI Planning Grant
43970	Ombudsman State General Fund	Expenses related to legal aid portion of long-term care ombudsman program	Direct to Admin on Aging Support Services III-B
43980	Senior Farmers Market	Food Coupons to Seniors for use at Farmer's Markets	Direct to Senior Farmers Market
43991	Senior Community Service Employment Program	Federal Grant related to employment services for elders	Direct to Senior Community Service Employment Program
43992	Elderly & Disabled Transportation	Expenses related to a federal transportation grant	Direct to Elderly & Disabled Transportation
43996*	Robert Wood Johnson Cash and Counseling Grant	Expenses related to the RWJ Cash and Counseling Grant	Direct to RWJ Cash and Counseling which is funded 50% Global Commitment Admin and 50% RWJ funds

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 3:

Division of Disability and Aging Services (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
43997	CMS Quality Assurance/Quality Improvement Grant	Expenses related to the CMS Quality Assurance/Quality Improvement Grant	Direct to CMS QA/QI
43998	CMS Long Housing & Supports Grant	Expenses related to the CMS Long Housing & Supports Grant	Direct to CMS Long Housing & Supports
43965	TBI – Vets Info & Referral Grant	Expenses related to the TBI – Vets Info & Referral Grant	Direct to TBI – Vets Info & Referral Grant
43500	General Fund	Programs that are entirely State funded	Direct to State General Fund

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 4:

Division for the Blind and Visually Impaired

Nature and Extent of Services: The Division for the Blind and Visually Impaired offers a wide range of vocational, independent living, social and advocacy services to individuals who are blind or visually impaired.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
43020*	Division Director and Staff	Expenses associated with the Division Director, the Casework Supervisor and Administrative Secretary who have broad responsibilities for programs operated within the division.	Method A2 - Ratio of Total Direct Program Funds Expended in Quarter (Blind and Visually Impaired) (Cost of staff and associated operating that oversee grants programs are allocated on the ratio of total cost of program funds expended during the quarter. This treatment allocates a share of indirect cost to all benefiting grant programs, regardless of whether the individual grant actually provides funding for this indirect cost.)
43620	Independent Living Part B	Expenses related to the Independent Living grant	Direct to Independent Living Grant Part B
43630	Mobile Low Vision Grant Title VII	Grant for elders with low vision	Direct to Mobile Low Vision
43640	Rehabilitation Training Grant	Staff Training Grant	Direct to Rehab Training Grant
43650	Section 110 (Blind and Visually Impaired)	Expenses related to Section 110 grant	Direct to Section 110 (Blind)
43660	Supported Employment Title VI-C	Supported Employment services	Direct to Title VI-C
43670	Innovation & Expansion	Expenses related to Section 110 grant.	Direct to Section 110 (Blind)
43680	Vending & Other	Expenses related to Vending	Direct to Vending and Other
43500	General Fund	State funded programs	Direct to State General Fund
43955*	MCO Investments	State expenses reportable under the Global Commitment Waiver	Direct to MCO Investments

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 5:

Division of Vocational Rehabilitation

Nature and Extent of Services: The Division of Vocational Rehabilitation assists persons with disabilities to obtain or maintain employment or independence consistent with their interests and abilities.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
41635	Medicare Part D	Expenses related to Medicare Part D	Direct to Medicare Part D
43020*	Division Director and Staff	Expenses associated with the Division Director, the Program Services Chief, Rehabilitation Coordinator, Systems Developer II, Administrative Secretary, and clerical support staff who have broad responsibilities for programs operated within the division.	Method A2 - Ratio of Total Direct Program Funds Expended in Quarter (Voc Rehab) (Cost of staff and associated operating that oversee grants programs are allocated on the ratio of total cost of program funds expended. This treatment allocates a share of indirect cost to all benefiting grant programs, regardless of whether the individual grant actually provides funding for this indirect cost.)
37700*	Global Commitment Administration	Salary and Expenses related to Personal Care Services	Direct to Global Commitment Admin
37710*	Global Commitment Program	Expenses related to personal care services	Direct to Global Commitment Program
43280	Industrial Homework	Expenses associated with the industrial homework program.	Persons Served in Quarter by Voc Rehab (Allocated between 110 program and State General Fund by the number of persons served in the quarter in each program.)

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 5:

Division of Vocational Rehabilitation (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
43290	Regional Support Staff and General Operating Costs	Expenses incurred by the regional and district offices that support all activities within the region. This includes regional manager salaries and expenses; support staff salaries and expenses; and operating bills not directly attributable to an activity.	Method R - Ratio of Total Direct Program Funds Expended in Quarter by Regional Staff (Voc Rehab) (Statewide VR Regional managers, support staff, and operating expenses will be allocated based upon the percentage of statewide regional office personal services and operating direct charged expenses charged to activities.)
43690	Assistive Technology Grant	Federal Grant to help consumers receive information pertaining to assistive Technology and system changes	Direct to Assistive Technology Grant
43700	Employee Assistance	Expenses related to the EAP program	Direct to Employee Assistance
43720	Counseling & Assistance	Expenses related to Counseling and Assistance grant.	Direct to DET Grant for Counseling & Assistance
43730	Supported Employment Title VI-B	Expenses related to Supported Employment grant	Direct to Supported Employment Title VI-B
43740	Ticket To Work	Expenses related to Ticket to Work in the Section 110 Program	Direct to Section 110
43750	Voc Rehab Independent Living Grant Part B	Direct expenses related to the Grant	Direct to Independent Living Grant Part B
43760	Rehabilitation Training Grant	Staff Training Grant	Direct to Rehab Training Grant
43770	Section 110 (Voc Rehab)	Expenses related to Section 110 grant.	Direct to Section 110 (Voc Rehab)

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 5:

Division of Vocational Rehabilitation (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
43771	DOL Evaluations	Expenses related to DOL Evaluations	Direct to DOL Evaluations
43790	Welfare to Work	Expenses related to Welfare to Work grant.	Direct to Welfare to Work
43800	Innovation & Expansion	Expenses related to the Section 110 Grant	Direct to Section 110
43900	Medicaid Infrastructure Grant	Direct expenses related to the Grant	Direct to Medicaid Infrastructure Grant
43910	DET Grant	Direct expenses related to the Grant	Direct to DET Grant
43920	Johnson & Johnson Grant	Expenses related to Johnson and Johnson Grant.	Direct to Johnson & Johnson
43940	RSA Bridges System Change Grant	Direct expenses related to the Grant	Direct to RSA System Change Grant
43954	Corrections Disability Tracking	Expenses related to Corrections SSA Billing	Direct to Corrections SSA Billing
43961	Work Incentives Planning & Assistance Grant	Expenses related to the Work Incentives Planning & Assistance Grant	Direct to Work Incentives Planning & Assistance Grant
43962	Mathmatica	Direct expenses related to the Mathmatica Policy & Research Grant	Direct to Mathmatica Policy & Research Grant
43957	DOE -State Improvement Grant	Expenses associated with DOE State Improvement Grant	Direct to State Improvement Grant
43994	DRI Partnership New Paradigm	Expenses related to DRI Partnership New Paradigm Grant	Direct to DRI Partnership New Paradigm
43995	AT-IDEA-DOE Grant	Expenses related to AT-IDEA-DOE grant	Direct to AT-IDEA-DOE Grant
43500	General Fund	Programs that are entirely State funded	Direct to State General Fund

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 6:

Division of Licensing and Protection

Nature and Extent of Services: The Division of Licensing and Protection regulates a variety of health care and residential facilities, and investigates adult abuse and/or neglect.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
37700*	Global Commitment Admin	Expenses related to Global Commitment Admin	Direct to Global Commitment Admin & State General Fund
43020*	Director, Nurse Survey & Staff	Expenses associated with the Division Director and Administrative Staff who have broad responsibilities for programs operated within the division.	Method J - Salary & Expenses in Quarter – Director of Division of Licensing and Protection and Staff (Time and expenses of Director and staff are allocated to all division programs based on salary costs in the quarter.)
43040*	Licensing and Protection Admin/Leave Time	Expenses associated with the administrative and leave time for the Licensing and Protection Division.	Method K - Salary & Expenses in Quarter – Director of Division of Licensing and Protection (Administrative and leave time expenses are allocated to all division programs based on salary costs in the quarter.)
43070*	Director and Administrative Support	Expenses for the Division director and administrative support that supports entire division.	Method I - Salary & Expenses in Quarter – Director of Division of Licensing and Protection (Time and expenses of Director and secretarial support for the Division are allocated to all division programs based on salary costs in the quarter.)

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 6:

Division of Licensing and Protection (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
43100*	LTC Engineering	Expenses for staff of the Division of Labor and Industry that work with the Survey and Certification staff on the licensure of facilities. Also, includes costs for architectural, engineering, and other consultants necessary for facilities licensing.	Method H - Allocated based on total costs of survey work to programs that require facility engineering
43110	Clinical Laboratory Cer. and Insp.	Costs incurred in the enforcement of federal regulations in federally certified clinical laboratories.	Direct to Clin Lab Cert and Insp.
43120	Certification of Home Health Agencies	Cost incurred in the survey of Vermont Home Health Agencies and Hospice programs to ensure compliance with all federal regulations related to HHA and Hospice.	Direct to Medicare (XVIII Funds)
43130	Non-Certified Health Care Facilities	Expenses incurred in the surveys, follow-up visits, and complaint investigations occurring in nursing homes that are state licensed, but not federally certified.	Direct to State General Funds
43140	Hospital XVIII Non Licensed HC Facilities	Expenses incurred in the surveys of Outpatient Rehabilitation Facilities; End State Renal Dialysis Units; Rural Health Centers; Outpatient P.T.; Outpatient S.T., Independent Physical Therapists; and the Medicare-certified portion of Vermont State Hospital.	Direct to Medicare (XVIII Funds)

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 6:

Division of Licensing and Protection (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
43150	Hospital XVIII Licensed HC Facilities	Expenses incurred in the performance of validation surveys, and substantial allegation surveys in hospitals as directly by CMS. Includes enforcement of federal regulations in psychiatric hospitals, psychiatric units of hospitals, rehabilitation units of hospitals, and swing beds.	Direct to Medicare Title XVIII Non-SNF and State General Fund
43160	State Licensure	Expenses incurred in the enforcement of State licensure requirements in Level III residential care facilities that do not provide Assistive Community Care Services; Level IV residential care facilities; assisted living facilities; and therapeutic community residences.	Direct to State General Funds
43170*	LTC – Multi, Licensure of Nursing Facilities	Expenses incurred in the surveys, follow-up visits, and complaint investigations occurring in nursing facilities that are federally certified for participation in the Title XVIII & XIX program.	Allocation between S&C State General Fund, XVIII, XIX, and State based on Homes Certification per Surveys and Certification Policies (for Nursing Homes).
43190	ICF/MRs	Expenses incurred in the enforcement of federal ICF/MR requirements.	Allocation between XIX and State for ICF/MRs
43200	Community Care Homes (CCH)	Expenses related to community care homes	Direct to State General Fund
43210*	Level III Licensed Facilities	Expenses incurred in the review and enforcement of state licensure and federal requirements related to facilities providing Assistive Community Care Services.	Allocated between Global Commitment and State General Funds using # ACCS beds billed Global Commitment for qtr by 15th of month divided by total # ACCS beds on 15th of month beginning quarter.

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 6:

Division of Licensing and Protection (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
43220*	Baseline Validation	Expenses incurred in the site visits to nursing facilities to verify the accuracy of the information provided the Federally mandated MDS+ forms.	Direct to Global Commitment
43230*	Prior Authorization Program (SPMP)	Expenses incurred in the review of the medical necessity of all nursing facility admissions of Medicaid/Medicaid applied individuals.	Direct to Global Commitment
43240*	Enhanced Residential Care	Expenses related to time spent assessing placement variance and assessments required for 1115 Waiver applications. This includes time spent on activities required beyond the normal licensing time for residential care home licensure due to the placement of a 1115 Waiver resident in a residential care home.	Direct to Global Commitment
43250	Outcome and Assess. Info Set (OASIS)	Cost associated with administration of the federally mandated home health agency Outcome and Assessment Information Set.	Direct to OASIS
43260*	NATAC Admin & Registry	Cost related to the nurse assistant testing competency evaluation program	Direct to NATCEP Admin & Registry and S&C Medicare XVIII LTC
43270*	Minimum Data Set (MDS)	Cost associated with information technology and reporting associated with the administration of the federally mandated nursing home Minimum Data Set.	Allocation between XVIII, XIX, and State based on Surveys and Certification (for Nursing Homes) (Costs are allocated in accordance with survey and certification procedure based on the licensure of nursing homes.)

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 6:

Division of Licensing and Protection (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
43310*	Training ICF/MR	Covers expenses incurred by staff in attending in-services, conferences, and workshops related to the enforcement of federal regulations in ICF/MR	Allocation Between Global Commitment, and State for ICF/MR's 75% Global Commitment and 25% State.
43320	Health Care Facilities Training Nursing Facilities	Covers expenses incurred by staff in attending in-services, conferences, and workshops related to the enforcement of federal regulations in certified facilities.	Direct to Medicare Title XVIII Non-SNF & Medicare XVIII LTC
43330	Home Health Hotline	Costs for operating the Home Health Hotline.	Direct to Medicare (XVIII Funds)
43340*	Nursing Home Complaints	Expenses related to nursing home complaints	Allocation between XVIII, XIX, and State based on licensure of nursing homes.
43350*	Nurse Aid Training and Competency (NATAC)	Costs incurred in the administration of competency tests and skills tests to nurse aides as required by federal regulations.	Direct to Nurse Aid Testing
43360	Assisted Living	Expenses related to assisted living services	Direct to State General Fund
43950	Medicare Supplemental for Equipment	Specific funding dedicated by HHS/CMS Medicare to purchase equipment to upgrade/replace equipment for Nurse Surveyor's in division.	Direct to Medicare Supplemental for Equipment
43955*	MCO Investments	State expenses reportable under the Global Commitment Waiver	Direct to MCO Investments

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 6:

Division of Licensing and Protection (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
44444*	NATAC Registry and Administration	Costs incurred in the administration of federally mandated nurse aide training and competency program and maintenance of registry.	Allocation between XVIII and NATCP Admin & Registry based on Certified and Participating Facilities (for NATAC Admin) (Expenditures for administration and Nurse Aid Registry are allocated to the Medicare portion of Survey and Certification and Medicaid Administration based on the number of participating facilities certified for Medicare and Medicaid programs.)
55551*	Consultants	Expenses related to Consultants	Ratio of Total Direct Program Funds Expended in Quarter (Cost of staff and associated operating that oversee grants programs are allocated on the ratio of total direct program funds expended during the quarter. This treatment allocates a share of indirect cost to all benefiting grant programs, regardless of whether the individual grant actually provides funding for this indirect cost.)

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 6:

Division of Licensing and Protection (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
55555*	Communication	Expenses related to communication	<p>Ratio of Total Direct Program Funds Expended in Quarter</p> <p>(Cost of staff and associated operating that oversee grants programs are allocated on the ratio of total direct program funds expended during the quarter. This treatment allocates a share of indirect cost to all benefiting grant programs, regardless of whether the individual grant actually provides funding for this indirect cost.)</p>
66661*	Subcontracts	Expenses related to subcontracts	<p>Ratio of Total Direct Program Funds Expended in Quarter</p> <p>(Cost of staff and associated operating that oversee grants programs are allocated on the ratio of total direct program funds expended during the quarter. This treatment allocates a share of indirect cost to all benefiting grant programs, regardless of whether the individual grant actually provides funding for this indirect cost.)</p>

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 6:

Division of Licensing and Protection (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
66666*	Supplies	Expenses related to Supplies	<p>Ratio of Total Direct Program Funds Expended in Quarter</p> <p>(Cost of staff and associated operating that oversee grants programs are allocated on the ratio of total direct program funds expended during the quarter. This treatment allocates a share of indirect cost to all benefiting grant programs, regardless of whether the individual grant actually provides funding for this indirect cost.)</p>
77771*	Workers Compensation	Expenses related to Workers Compensation	<p>Ratio of Total Direct Program Funds Expended in Quarter</p> <p>(Cost of staff and associated operating that oversee grants programs are allocated on the ratio of total direct program funds expended during the quarter. This treatment allocates a share of indirect cost to all benefiting grant programs, regardless of whether the individual grant actually provides funding for this indirect cost.)</p>

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 6:

Division of Licensing and Protection (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
77777*	Space	Expenses related to space	<p>Ratio of Total Direct Program Funds Expended in Quarter</p> <p>(Cost of staff and associated operating that oversee grants programs are allocated on the ratio of total direct program funds expended during the quarter. This treatment allocates a share of indirect cost to all benefiting grant programs, regardless of whether the individual grant actually provides funding for this indirect cost.)</p>
88881*	Liability Insurance	Expenses related to liability insurance	<p>Ratio of Total Direct Program Funds Expended in Quarter</p> <p>(Cost of staff and associated operating that oversee grants programs are allocated on the ratio of total direct program funds expended during the quarter. This treatment allocates a share of indirect cost to all benefiting grant programs, regardless of whether the individual grant actually provides funding for this indirect cost.)</p>

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 6:

Division of Licensing and Protection (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
66662*	Equipment	Expenses related to equipment	Ratio of Total Direct Program Funds Expended in Quarter (Cost of staff and associated operating that oversee grants programs are allocated on the ratio of total direct program funds expended during the quarter. This treatment allocates a share of indirect cost to all benefiting grant programs, regardless of whether the individual grant actually provides funding for this indirect cost.)
43500	General Fund	Programs that are entirely State funded	Direct to State General Fund

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Office of Vermont Health Access (OVHA)

I. Introduction

The OVHA is the State office responsible for the management of Medicaid, the State Children's Health Insurance Program (SCHIP), and other publicly funded health insurance programs in Vermont. The OVHA is the largest insurer in Vermont in terms of dollars spent and the second largest insurer in terms of covered lives.

The mission of the OVHA is to:

- Assist beneficiaries in accessing clinically appropriate health services.
- Administer Vermont's public health insurance system efficiently and effectively.
- Collaborate with other health care system entities in bringing evidence based practices to Vermont Medicaid beneficiaries.

The OVHA is lead by the Medicaid Director, Deputy Director of Program Operations, Deputy Director of Administrative Operations and the Medical Director. The Medicaid Director is responsible for oversight of all of OVHA's operations. The Deputy Director of Program Operations is primarily responsible for data analysis, health programs integration, and pharmacy and program integrity. The Deputy Director of Administrative Operations is responsible for policy, provider relations, benefit coordination, reimbursement and administrative services. The Medical Director is responsible for clinical operations, chronic care management and care coordination.

During the fall of 2005, the State received approval from the Centers for Medicare and Medicaid Services (CMS) for a Section 1115 Medicaid Waiver known as "Global Commitment to Health Waiver". The Waiver allows the State to fundamentally restructure the Medicaid program and imposes a cap on the amount of federal funding available for services for the Medicaid population. The State exchanged the risk of operating under a capped funding arrangement for the opportunity to use federal Medicaid funds for non-Medicaid health programs.

The goals of the Waiver include:

1. Financial and programmatic flexibility to help maintain public health care coverage and provide for more effective services.
2. To lead in exploring new ways to reduce the number of uninsured.
3. Foster innovation within health care by focusing on health care outcomes.

The five-year Waiver term became effective October, 2005, and allows the State to deviate from traditional federal Medicaid law and regulations in the following key ways:

1. Imposes a global cap on federal funds.
2. Establishes the OVHA as a managed care organization (MCO).
3. Allows the State to use federal Medicaid funds for state fiscal relief and non-Medicaid health programs.
4. Provides flexibility to reduce benefits, increase cost sharing, and limit enrollment for optional and expansion populations with some limits.

Within the Agency of Human Services (AHS), the Waiver will allow cross-departmental initiatives to obtain the greatest value from scarce health care dollars. The flexibility of the Waiver allows the State to effectively manage public resources, provide the tools necessary to make health care programs fiscally sustainable, and improve the Vermont health care system.

Under the Global Commitment to Health Waiver, the OVHA is an MCO, and must meet rules for Medicaid MCOs. The OVHA has intergovernmental agreements (IGAs) with the AHS and AHS departments that make them part of the MCO within the framework of the Global Commitment to Health Waiver. The State desires to use the Global Commitment to Health Waiver flexibility to integrate a Chronic Care Management Program (CCMP) into a system of care that can be used to benefit Medicaid beneficiaries, providers, and the OVHA.

*** With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.**

I. Introduction (continued)

Other Departmental Claiming

The following AHS Departments also claim allowable administrative to the Medicaid program, such as school-based and child welfare related costs:

Social and Rehabilitative Services (SRS), now DCF

- Percentage of Social Worker time spent on allowable Medicaid administrative activities.

Prevention Assistance, Transition, and Health Access (PATH), now DCF

- Medicaid outreach and eligibility.

Department of Aging and Independent Living (DAIL)

- Grants to designated agencies for local administration of HCB waiver.
- Grants to area agencies on aging to assist elders in Medicaid outreach.
- Division of Advocacy and Independent Living staff time on administering waivers and fulfilling Medicaid state plan requirements.
- NATAC Registry and Administration.
- Licensed Nursing Facilities Survey, Licensure, and Complaints.
- ICF/MR Licensure.
- Level III Homes Licensure.
- Home Health Hotline.
- Auditing MDS+ Forms.
- Prior authorization personnel.
- Developmental Services administration.
- Vocational Rehabilitation staff administering traumatic brain injury HCB waiver.

Vermont Department of Health (VDH)

- Medicaid outreach and eligibility.
- Medical Practice Division (Quality Assurance).
- Selected Skilled Professional Medical Personnel.

Costs for these activities are included in each Department's plan and included on the CMS-64 as appropriate.

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

II. Plan Departments and Allocation Methodologies

Plan Department 1:

Indirect Cost Allocations

Nature and Extent of Services: The State of Vermont, Agency of Human Services negotiates the annual State Wide Indirect Cost Allocation Plan (SWICAP) with the Federal Government. The approved statewide indirect costs applicable to OVHA are included in the CAP and allocated to the appropriate benefiting objectives. OVHA also receives allocations from the AHS Office of the Secretary.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
1001.1	SWICAP	OVHA Allocation of Statewide Indirect Costs	Program percentages of the salaries and fringe benefits distribution for the entire department.
1002.1	Statewide Single Audit	OVHA Allocation of Statewide Single Audit Indirect Costs	Program percentages of the salaries and fringe benefits distribution for the entire department.
1003.1	Human Service Board	OVHA Allocation of Human Service Board Costs	Program percentages of the salaries and fringe benefits distribution for the entire department.
1004.1	AHS Secretary's Office	OVHA Allocation of AHS Secretary's Office	Program percentages of the salaries and fringe benefits distribution for the entire department.
1005.1	AAG Office	OVHA Allocation of Attorney General's Office Costs	Program percentages of the salaries and fringe benefits distribution for the entire department.

Cost Allocation Plan Guidance:

Plan Department	References
SWICAP, Single State Audit, and AHS	OMB A-87, Attachment A, Section C (1)(a), and Attachment A, Section B.1

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 2:

Salaries, Benefits and Travel

Nature and Extent of Services: The following plan departments, descriptions, and allocation methodologies are for salary, benefits, and related costs associated with OVHA programs.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
41052.3	EDS (HIPAA/MMIS Grant)	Staff time associated with personal services contract to assist the State in integrating the Health Insurance Portability and Accountability Act for proposed rules and regulations regarding security and privacy of medical records.	MMIS ADP staff cost – at 90%
41085.1	DUR/MAB Board	Provide consultation and feedback on program design, management, and operations. The Drug Utilization Review Board (DUR) consists of physicians and pharmacists. The DUR Board reviews drug utilization in terms of prescriber practices, pharmacy dispensing, and beneficiary use. The Board also acts as OVHA's Pharmacy and Therapeutics P&T Committee, advising OVHA on benefit design for the pharmacy programs. The Medicaid Advisory Board consists of providers and beneficiaries and their representatives; representatives of other related government entities; and other interested parties providing evaluation and advice on the design and operations of all of OVHA's benefit programs.	Funding spread based on percentage of time provided under Global Commitment and Choices for Care, DSH and SCHIP, and all other related programs per staff attestations.
41486.1	Director's Office	Operations and oversight of OVHA units in both operations and the administration of the State of Vermont's public health care programs; Act as Chief Liaison to and directs staff interaction with administration, legislature, AHS central office and departments, other state agencies, the media and federal entities.	Funding spread based on percentage of time provided under Global Commitment and Choices for Care, DSH and SCHIP, and all other related programs per staff attestations..
41487.1	Data Management Unit	Provides data and analytical support to OVHA. Responds to Medicaid claims and enrollment data requests in a timely and accurate manner as well as providing analytical support to OVHA staff and units.	Funding spread based on percentage of time provided under Global Commitment and Choices for Care, DSH and SCHIP, and all other related programs per staff attestations.

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 2 (Continued):

Salaries, Benefits and Travel (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
41488.1	Pharmacy Unit	Implements and manages the pharmacy benefits for Medicaid and the VHAP, VHAP Pharmacy, VScript, VScript Expanded, Medicare Part D and VPharm plans. Ensures that the State's pharmacy benefit plans are implemented and administered appropriately so that benefits can be accessed appropriately and pharmacies' claims for those activities are processed correctly and paid on a timely basis. Also work with Vermont Medicaid enrolled providers regarding the State's pharmacy programs.	Funding spread based on percentage of time provided under Global Commitment and Choices for Care, DSH and SCHIP, and all other related programs per staff attestations.
41489.1	Health Program Integration	Builds and maintains bridges between OVHA and other departments within the AHS for items such as grants, agreements, etc. Provides lead or support for intra-agency grants and projects and is involved in cross-AHS Q1 activities. Responsible for producing InterGovernmental Agreements between OVHA and other Departments, as well as plays the lead role in OVHA's Medicare Modernization Act.	Funding spread based on percentage of time provided under Global Commitment and Choices for Care, DSH and SCHIP, and all other related programs per staff attestations.
41490.1	Clinical Unit	Manages Care Coordination (CC), Quality Initiatives (QI) and Prior Authorizations. CC initiative is designed to facilitate the provider/patient relationship by coordinating interventions that assist primary care practices for the needs of our beneficiaries – specifically in emergency room utilization and inpatient hospitalization. QI provides operational direction necessary to monitor and evaluate the quality and appropriateness of care and service for our members, identify opportunities for clinical and service improvement, ensure resolution of identified problems and to measure/monitor intervention results over time to assess the need for new improvement strategies.	Funding spread based on percentage of time provided under Global Commitment and Choices for Care, DSH and SCHIP, and all other related programs per staff attestations.

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 2 (Continued):

Salaries, Benefits and Travel (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
41491.1	Field Services	Extension of the above mentioned clinical unit responsibilities with the addition of make routine visits to provider/patients.	Funding spread based on percentage of time provided under Global Commitment and Choices for Care, DSH and SCHIP, and all other related programs per staff attestations.
41492.1	Information Technology	Responsible for Global Clinical Record system that supports OVHA business functions, such as prior authorizations and tracking of special cases – operation and maintenance as well as a help desk. Also included is reconciliation of data errors between the health care eligibility and claims processing systems. New user system accounts, some training, ordering of computer equipment and overseeing the technology component of the EDS contract are also done in this unit.	Funding spread based on percentage of time provided under Global Commitment and Choices for Care, DSH and SCHIP, and all other related programs per staff attestations.
41493.1	Provider Relations	Provide assistance to all provider groups for both incoming and outgoing communication regarding issues that affect providers.	Funding spread based on percentage of time provided under Global Commitment and Choices for Care, DSH and SCHIP, and all other related programs per staff attestations.
41494.1	Provider Reimbursement	Establish rates for all health services, except for nursing homes. Also monitors edits and audits in MMIS.	Funding spread based on percentage of time provided under Global Commitment and Choices for Care, DSH and SCHIP, and all other related programs per staff attestations.

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 2 (Continued):

Salaries, Benefits and Travel (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
41495.1	Policy and Reporting	Represents OVHA in a variety of venues and furnishes required reports for the state and federal governments. Also responsible for maintaining and revising when necessary the Vermont Medicaid State Plan, the Vermont Medicaid Rules and Procedures and the Vermont Health Access Program rules and procedures. Coordination and management of the administrative process of responding to requests for non-covered services by beneficiaries as well as representing OVHA at fair hearings...	Funding spread based on percentage of time provided under Global Commitment and Choices for Care, DSH and SCHIP, and all other related programs per staff attestations.
41496.1	Coordination of Benefits	Investigates claims potential for third party liability for areas of health insurance, court ordered medical support, Medicare Part D drug plans, estate recovery, cost effective health insurance, workers compensation and subrogation. When a liability is found, claims and/or liens are filed with the liable party obligating the party to reimburse the Medicaid paid claims.	Funding spread based on percentage of time provided under Global Commitment and Choices for Care, DSH and SCHIP, and all other related programs per staff attestations.
41497.1	Administrative Services	Responsible for fiscal and operational activities, including budget items, AR, AP, payroll and expenses, contract and grant monitoring, federal reporting, cost allocation and overall human resources and building maintenance.	Funding spread based on percentage of time provided under Global Commitment and Choices for Care, DSH and SCHIP, and all other related programs per staff attestations.
41498.1	Surveillance and Utilization Review (SURS)	Responsible for monitoring the integrity of our Medicaid Program, including the provision of medically necessary and appropriate health care services, accurate reimbursement to qualified providers of those services, efficient administration of the program and the prevention of inappropriate services and reimbursement. Works closely with each department within OVHA as well as the Medicaid Fraud and Residential Abuse Unit to investigate referred issues to determine if there is a problem.	Funding spread based on percentage of time provided under Global Commitment and Choices for Care, DSH and SCHIP, and all other related programs per staff attestations.

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Cost Allocation Plan Guidance:

Plan Department	References
41085, 41486, 41487, 41488, 41489, 41490, 41491, 41492, 41493, 41494, 41495, 41496, 41497, 41498	OMB A-87, Attachment A, Section C 1(a) & Attachment B, Section 11 (a) and (b)

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 3:

Contracts and Grants

Nature and Extent of Services: Nature and Extent of Services: The following plan departments, descriptions, and allocation methodologies are for medical services contract costs associated with OVHA programs.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
41050.1	Maximus	Benefits counseling enrollment outreach and member services	Funding spread based on percentage of units provided under Global Commitment, Choices for Care, SCHIP, and all other related programs
41051.1	MedMetrics	Pharmacy Benefit Manager	Funding spread based on percentage of units provided under Global Commitment, Choices for Care, SCHIP, and all other related programs
41052.3	EDS(HIPAA/MMIS Grant)	Personal services contract to assist the State in integrating the Health Insurance Portability and Accountability Act for proposed rules and regulations regarding security and privacy of medical records.	Direct to EDS Contract at 90%
41130.1	PSI/CSME Contract	APD for MMIS module related to data warehouse.	Funding spread based on percentage of units provided under Global Commitment, Choices for Care, DSH, SCHIP, and all other related programs
41130.3	PSI/CSME Contract	APD for MMIS module related to data warehouse.	Direct to PSI/CSME Contract Operations at 90%
41054.1	Ciber Global Clinical Record	APD to create network for provider prior approval process.	Funding spread based on percentage of units provided under Global Commitment, Choices for Care, DSH, SCHIP, and all other related programs

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 3 (continued):

Contracts and Grants (continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
41054.3	Ciber Global Clinical Record	APD to create network for provider prior approval process.	Direct to Ciber Global Clinical Record Operations at 90%
41058.1	Quality Review Contracts	Quality review services for the office of Vermont Health Access.	Funding spread based on percentage of units provided under Global Commitment, Choices for Care, DSH, SCHIP, and all other related programs
41067.1	HRSA Grant	Health Resources and Services Administration to help expand access to coverage.	Direct to HRSA Grant 100% federally grant funded
41090.1	Contracted Skilled Medical Professionals	Contracted Medical professional staff in the Medicaid Division.	Funding spread based on percentage of units provided under Global Commitment, Choices for Care, SCHIP, and all other related programs
41110.1	General Admin/Medicaid-OVHA	General administrative expenses that are direct charged to Medicaid including but not limited to expenditures related to meetings to be directly billed.	Funding spread based on percentage of units provided under Global Commitment, Choices for Care, DSH, SCHIP, and all other related programs
41120.1	Fiscal Intermediary (EDS)	Cost of contractual services provided by E.D.S. Federal Corporation for the administration of Medicaid/SCHIP program. E.D.S. receives, organizes and processes bills for medical recipients, maintains and makes available on-line histories of benefits paid and develops new applications with the context of approved advance planning documents.	Funding spread based on percentage of units provided under Global Commitment, Choices for Care, DSH, SCHIP, and all other related programs
41125.1	Peer Review Contracts	Utilization review services contract for Medicaid.	Funding spread based on percentage of units provided under Global Commitment, Choices for Care, SCHIP, and all other related programs

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Plan Department 3 (continued):

Contracts and Grants (continued)

Cost Allocation Plan Guidance:

Plan Department	References
41050, 41051, 41052, 41054, 41058, 41067, 41090, 41110, 41120, 41125, 41130	OMB A-87, Attachment A, Section C 1(a) & Attachment B, Section 11 (a) and (b)

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Plan Department 4:

Other Charges

Nature and Extent of Services: Nature and Extent of Services: The following plan departments, descriptions, and allocation methodologies are for other operational costs associated with OVHA programs not including, salary, benefits, travel and medical services contracts.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
41064.1	PACE Grant	Program for All-Inclusive Care for the Elderly	Direct to PACE Grant. 100% federally grant funded.
41066.1	VT Community Depression Grant	Improve Depression care for Vermonters enrolled in the Primary Care Plus.	Funding spread based on percentage of units provided under Global Commitment, Choices for Care, SCHIP, and all other related programs
41071.1	LISA Grant	LISA Grant costs.	Direct to LISA Grant. 100% federally grant funded
41072.1	SPAP Grant	State Pharmacy Assistance Program costs.	Direct to SPAP. 100% federally grant funded.

Cost Allocation Plan Guidance:

Plan Department	References
41061, 41066, 41071, 41072	OMB A-87, Attachment A, Section C 1(a) & Attachment B, Section 11 (a) and (b)

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 4:

Programmatic Costs

Nature and Extent of Services: The following plan departments, descriptions, and allocation methodologies are for other programmatic costs associated with OVHA programs not including, salary, benefits, travel and medical services contracts.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
41625.1	Vermont Legal Aid MAP	Programmatic Costs	Direct to Global Commitment
41631.1	GEARWAR	Programmatic Costs	Funds are spread based on actual charges incurred to Global Commitment, Choices for Care, SCHIP, and/or all other related programs
41601.1	Traditional Medicaid	Programmatic Costs	Direct to Global Commitment
41602.1	SCHIP Payments	Programmatic Costs	Direct to the SCHIP Program with the enhanced match
41603.1	Civil Union	Programmatic Costs	Direct to MCO Investments
41604.1	Ladies First	Programmatic Costs	Direct to Global Commitment
41605.1	State-Only Pharmacy	Programmatic Costs	Direct to State Funds
41610.1	HIV/INS	Programmatic Costs	Direct to MCO Investments
41611.1	Medicaid Traditional	Programmatic Costs	Funds are spread based on actual charges incurred to Global Commitment, Choices for Care, DSH, SCHIP, and/or all other related programs
41615.1	Buy-in Non-Medicaid	Programmatic Costs	Direct to MCO Investments
41621.1	Medicaid PCPlus	Programmatic Costs	Direct to Global Commitment

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Plan Department 4 (continued):

Programmatic Costs (continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
41635.1	Medicare Part D	Reimbursement to State of VT for Medicare Part D implementation costs and expenses for OVHA Call Center	Direct to State Funds
41641.1	Buy-in Medicaid	Programmatic Costs	Funds are spread based on actual charges incurred to Global Commitment and/or, Choices for Care
41651.1	Global Pharmacy – Non Medicare and VPharm 2	Programmatic Costs	Direct to Global Commitment
41661.1	VHAP Uninsured	Programmatic Costs	Direct to Global Commitment
41671.1	VHAP PCPlus	Programmatic Costs	Direct to Global Commitment
41681.1	Global Pharmacy – Non Medicare and VPharm 1	Programmatic Costs	Direct to Global Commitment
41691.1	VHAP Services	Programmatic Costs	Direct to Global Commitment
46405.1	Medicare Clawback	Programmatic Costs	Direct to State Funds

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Vermont Department of Health (VDH)

I. Introduction

The State legislature established a new Department of Mental Health (DMH), effective July 1, 2007. This Department will now include the programs and services previously included in the Vermont Department of Health's Mental Health and Vermont State Hospital programs. See the separate Plan of the Department of Mental Health for a description of these services. Under the arrangement mandated by this reorganization, certain support services for the new DMH, such as business office budget, grants administration, accounts payable services and information technology services, will continue to be provided by staff of the Vermont Department of Health (VDH). This plan amendment will provide mechanisms for VDH overhead costs to be allocated to DMH programs. It will also retain certain program codes related to mental health services in instances where it is likely that VDH direct costs will need to be charged to these programs.

Under the new Agency of Human Services (AHS) organizational structure, the Department of Health (VDH) will be responsible for the public ~~and mental~~ health of the citizens of Vermont. VDH's mission statement is as follows:

We will have the nation's premier system of public health, enabling Vermonters to lead healthy lives in healthy communities.

- We will lead out state and communities in the development of systematic approaches to health promotion, safety and disease prevention.
- We will continuously assess, vigorously pursue and document measurable improvements to the health and safety of Vermont's population.
- We will succeed through excellence in individual achievement, organizational competence and teamwork within and outside of the Department of Health.

Within this document we have included an overview of VDH's organizational structure and a list of the specific functions performed by VDH, referred to as plan departments or cost pools, and the allocation method for each function. Please note that the plan department numbers correspond to internal AHS program codes, from the state accounting system.

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II. Organization

VDH is organized into six divisions. These are Administration; ~~Mental Health~~; Health Protection; Health Surveillance; Health Improvement; Community Public Health; and Alcohol and Drug Abuse Programs. In addition, the Board of Medical Practice is an office in the Department of Health.

For the implementation of Global Commitment, VDH activities are based on an Inter-Agency Agreement with OVHA. OVHA is the Public Managed Care Organization (Public MCO) for all enrollees under the Global Commitment to Health Waiver. The AHS, as the Single State Agency, will provide oversight of the OVHA in that capacity.

Administration:

The Administration appropriation includes:

- The Commissioner's Office;
- Information Technology Services;
- Budget and Grants Management;
- Business Office;
- ~~Training and Development.~~

The Commissioner's Office provides policy direction and guidance to staff and programs of the Department. In addition, the Office keeps the public informed of issues that may affect their health and wellbeing through press releases, press conferences and responding to multiple daily press inquiries seeking information related to matters affecting public health. Information on community health is made available to the public through the periodic release of the *Health Status Report* and through establishing broad health goals such as are included in *Healthy Vermonters 2010*.

Information technology services maintain a 500+ user network serving 15 sites statewide. Staff develop, support and maintain a large number of custom software applications serving department programs. The unit supports a key national public health initiative to develop a national electronic disease surveillance and reporting system.

Budget and grants management staff manages the department's overall budget and spending. The unit manages the budgets for the nearly 100 federal and foundation funding sources that make up two thirds of the department's budget.

The business office provides financial and logistics support for all department operations.

~~The training and development unit is responsible for department wide workforce development issues, with particular emphasis on public health preparedness for emergencies.~~

Division of Mental Health:

~~The Division of Mental Health contracts with 11 designated community agencies (DAs) to provide services to adults with severe mental illness and adults with less severe emotional or behavioral problems that still disrupt their lives; children and adolescents experiencing a serious emotional disturbance and their families; and anyone who is experiencing an acute mental health crisis. Between 20,000 and 25,000 Vermonters currently receive mental health services from public providers. Approximately 10,350 clients receive community based mental health services~~

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~~through Community Rehabilitation and Treatment (CRT) programs and Adult Outpatient programs in FY 2003.~~

~~Last year, 9,581 Vermont youth (6.4%) were assigned to Children's Services programs in the public mental health system. These young Vermonters were either experiencing a severe emotional disturbance or were at substantial risk.~~

~~The contracted designated agencies also operate mental health Emergency Services Programs which are available 24 hours a day, seven days a week, responding to any individual experiencing a mental health crisis and to communities following natural disasters, accidental deaths, suicides and other traumatic events. Emergency programs also screen situations to determine if there is need for admission into involuntary and/or acute care arrangements. Approximately 6,100 Vermonters were served through these Emergency programs last year.~~

~~Inpatient services in Vermont State Hospital (VSH) are for involuntary emergency examinations and commitments in which adults have become dangerous to themselves or others or for psychiatric evaluations of competency to stand trial in criminal cases. The State Hospital, which has 56 beds, is Vermont's only public psychiatric inpatient facility. During FY 2003, VSH served 234 individuals, had 216 admissions and an average daily census of 47.~~

Health Protection:

The Health Protection appropriation includes:

- The Office of the Chief Medical Examiner – performs autopsies and investigates unexpected deaths from violence, injury, suicide, drugs or other circumstances;
- Emergency Medical Services – responsible for standard setting, regulation and planning for statewide emergency medical services systems, training, technical assistance and program development for local services and licensing and certification of all personnel and emergency equipment;
- Radiological Health Services – minimizes occupational general public and patient radiation exposure by registering and inspecting radiation sources, conducting environmental surveillance for the Vermont Yankee nuclear power plant and providing technical assistance;
- Food and Lodging Services – inspects and licenses all restaurants, hotels, motels, inns, delis, bakeries, school food service facilities, summer camps and fairs to prevent food borne illness;
- Environmental Health Programs – evaluates the potential risks to health posed by contaminants in housing, food, water and air. Performs toxicological and risk assessment analyses, operates asbestos certification program, childhood lead poisoning prevention program, school indoor air program, coordinates development of state asthma plan and enforces the Clean Indoor Air Act.

Health Surveillance:

The Health Surveillance appropriation includes funding for:

- Public Health Laboratory – performs laboratory tests annually to identify infectious disease toxins or contaminants in air, food, water and clinical samples;
- Epidemiology – investigates and monitors reportable diseases and operates programs that provide service and prevention for sexually transmitted disease, HIV/AIDS, hepatitis and tuberculosis;

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- Immunizations – provides vaccine to children and adults, assures adherence to vaccination procedures and policies;
- Chronic Disease – investigates and monitors chronic disease and operates screening programs for breast and cervical cancer and other conditions;
- Public Health Statistics – provides statistical and analytical support to all department programs, maintains and analyzes vital records, conducts health surveys and operates the Vermont Cancer Registry.

Health Improvement:

The Health Improvement appropriation includes funding for:

- Maternal and Child Health – administers the Maternal and Child Health federal block grant and monitors and works to improve the system of health care for women, children and families;
- Children with Special Health Needs – provides and/or assures that health care and support services are available to children (0-21) who have complex health problems and to their families;
- Dental Health – works to improve the oral health of Vermonters by assuring access to preventative dental care and support for fluoridation programs;
- Tobacco Control – work to cut the prevalence of tobacco use by 50% by 2010;
- Health Systems – includes Rural Health, Primary Care, Health Promotion, Diabetes Control and Minority Health Programs, which work to provide or improve access to health care and to raise awareness of the health needs of special populations;
- Family Planning – administers the federal family planning grant;
- Hospital Bioterrorism Preparedness – assists the state's hospital system to prepare for public health emergencies;

Much of the work of this division is funded by federal grants and to a lesser extent by grants from private foundations. State funds are used primarily to meet federal match requirements. Those general funds not encumbered by federal matching requirements are applied as much as possible to draw down Global Commitment funds.

Community Public Health Division:

The Community Public Health Division provides direct service to Vermonters through district offices. The Community Public Health appropriation funds:

- 12 District Offices Around the State – provide the essential health promotion and disease prevention services necessary for an effective public health system. It is through these district offices that most Health Department programs reach the people of Vermont;
- Healthy Babies, Kids & Families – health care and support services through pregnancy and delivery and for infants and children from birth to 5 years;
- WIC – federally funded program to enhance the health of infants, young children, pregnant women and new mothers;
- EPSDT – consists of two main components: (1) assuring the availability and accessibility of required health care resources; and (2) helping Global Commitment recipients and their parents or guardians effectively use these resources;
- Town Health Officer – coordinates the appointment process for municipal health officers and aids them in carrying out their duties. Produces manuals and newsletters for municipal health officers to keep them informed of recent environmental health issues and regulations; developing and providing training sessions on public health issues relevant to their work.

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Alcohol & Drug Abuse Programs:

The Alcohol and Drug Abuse Program appropriation funds:

- Alcohol and Drug Research and Planning – conducts surveys and analysis to determine the prevalence of substance abuse and treatment needs of communities. Conducts program and fiscal monitoring data analyses and evaluations of key ADAP prevention, intervention and treatment services to ensure their accessibility, appropriateness, quality and cost effectiveness. Manages and monitors federal data grants and SAPT block grant data reporting.
- Alcohol and Drug Abuse Treatment – manages and provides quality assurance for the state’s substance abuse treatment system including monitoring programs and licensing of substance abuse counselors. Operates the Drinking Driver Rehabilitation (CRASH) program. Manages student assistance programs. Funds treatment services for VHAP and uninsured clients. Manages and monitors Global Commitment funding of treatment providers.
- Alcohol and Drug Prevention – collaborates with the Department of Education to help schools and colleges develop comprehensive alcohol and drug abuse prevention programs. Provides funding for prevention programs through grants to schools and community agencies and monitors implementation and results.

Board of Medical Practice:

The Board of Medical Practice licenses physicians, podiatrists and physician assistants. The Board investigates all complaints and charges of unprofessional conduct against any person subject to its jurisdiction. The Board is also required by law to create individual profiles on all health care professionals licensed, certified or registered by the department and make these profiles available to the public.

Cost Impact:

All changes in the Cost Allocation Plan are identified in red. The cost impacts, by category, are as follows.

Category 3 – Programs in this category are created or have been updated to facilitate the tracking of expenditures in an accurate fashion and have no federal impact.

39001, Departmental Administration, has been changed to indicate that the allocation of these costs will be limited to Department of Health final receivers, excluding any Mental Health final receivers.

39002, Administration, has been changed to indicate that it includes costs from within the Health Department which benefit both the Health Department and the Department of Mental Health exclusive of the Vermont State Hospital. This is not a change in allocation of costs to federal sources, it simply changes the language to be consistent with the new organization.

39003, Administration, has been added to indicate that it includes costs from within the Health Department which benefit both the Health Department and the Department of Mental Health including the Vermont State Hospital. This will take the same costs that were formerly collected in 39001 and allocate them in the same way as those costs were formerly allocated.

39341, “Hepatitis Plan” is eliminated because the program is discontinued.

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39345, “CSTE, Avian flu trainings” is added to track costs that will not be charged to any federal grant.

39606, Universal Newborn Hearing Screening

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III. Plan Departments and Allocation Methodologies

Plan Department 1:

Indirect Cost Allocations

Nature and Extent of Services: The State of Vermont, Agency of Human Services negotiates the annual State Wide Indirect Cost Allocation Plan (SWICAP) with the Federal Government. The approved statewide indirect costs applicable to VDH are included in the CAP and allocated to the appropriate benefiting objectives. VDH also receives allocations from the AHS Office of the Secretary.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
1000.1	SWICAP	VDH Allocation of Statewide Indirect Costs	Relative Share of Department Salaries
1000.2	Statewide Single Audit	VDH Allocation of Statewide Single Audit Indirect Costs	Relative Share of Department Salaries
1000.3	Attorney General's Office	VDH Allocation of Attorney General's Office Costs	Relative Share of Department Salaries
1000.4	AHS Secretary's Office	VDH Allocation of AHS Secretary's Office	Relative Share of Department Salaries
1000.5	AHS Field Services	VDH Allocation of the costs of AHS Field Services	Relative Share of Department Salaries
1000.6	AHS Information Technology	VDH Allocation of AHS I.T. costs	Relative Share of Department Salaries

Cost Allocation Plan Guidance:

Plan Department	References
SWICAP, Single State Audit, and AHS	OMB A-87, Attachment A, Section C (1)(a), and Attachment A, Section B.1.

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 2:

Administration

Nature and Extent of Services: The following plan departments, descriptions, and allocation methodologies are for costs associated with the Commissioner's Office; Information Technology Services; Budget and Grants Management; the Business Office; and Training and Development. Certain of these costs (39002, 39003) will be allocated to the Department of Mental Health as well as VDH because DMH will be supported by these VDH Administration activities. In addition to these allocated costs, there are program codes (Plan Dept. codes) that were formerly listed under the VDH Mental Health or Vermont State Hospital which are now included here because there will continue to be direct charges to these programs from VDH (42005, 42014, 42015, 42755). They are not identified as new codes because they had been included in the VDH Plan prior to this reorganization. It is standard practice that any staff person in the department can code costs to any program code in the department if that code is the most appropriate description of the cost. For editorial convenience, certain codes that were previously listed under the VDH Mental Health Division are now shown in this Administration section even though the actual costs may originate in other divisions.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39001	Administration-Departmental	Costs associated with overall management of VDH including: legal services, policy, development, planning, public affairs, administrative support, financial management and Board of Health activities.	Relative Share of Department Salaries

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Plan Dept.	Plan Dept. Name	Description	Allocation Method
39002	Administration- Health Departmental and Mental Health Department less VSH	Costs associated with overall management of VDH including: legal services, policy, development, planning, public affairs, administrative support, financial management and Board of Health activities, but exclusive of the overall management of VSH. Costs of administrative support for both the Department of Health and the Mental Health Department exclusive of the Vermont State Hospital. These activities include administrative support, applications development, financial management and other support costs that benefit the entire Health Department and the Mental Health divisions of DMH, but not the Vermont State Hospital.	Relative Share of Department Salaries minus VSH. Relative Share of Salaries of the Departments of Mental Health and Health minus VSH.
39003	Administration – Health and Mental Health Departments	Costs of administrative support for the Departments of Health and Mental Health overall.	Relative Share of Salaries of the Departments of Mental Health and Health (including VSH)
39009	Administration-Leave Time	Time code for all staff paid for time not worked such as vacations, holidays, sick leave, personal time and compensatory time.	Relative Share of Department Salaries
39011	Public Health Training Center	Costs associated with VDH participation in the New England Public Health Workforce Development Alliance.	Direct to Public Health Training Center
39012	Anatomical Gift Registry	Expenditures associated with directing the establishment of an anatomical gift registry.	TBD (no costs included in current CAP)

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Plan Department 2:

Administration (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39013	Corrections Dept Quality Oversight	Expenditures associated with Quality Oversight of the Corrections Department.	Direction to Corrections Dept Quality Oversight
39015	Bioterrorism Preparedness Training "G"	Activities associated with the development of personnel resources in Vermont prepared to bioterrorism and other public health emergencies, including identification of critical health personnel, assessment of their training needs and the delivery and evaluation of training services (Focus Area "G" of the Bioterrorism Preparedness Grant.)	Direct to Bioterrorism Preparedness Grant
39016	Patient Safety Surveillance	All costs associated with activities related to patient safety surveillance and improvement system.	Direct to Patient Safety Surveillance
39023	Hospital Licensing	Expenses related to license applications, developing rules and monitoring compliance with same, issuance of licenses and other activities.	Direct to Hospital Licensing
39030	Blueprint Health Systems	All costs related to changing health systems to support care for people with chronic conditions as identified in the strategic plan. Does not include health systems work associated with a specific condition or funding source.	Direct to Blueprint

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Plan Department 2:

Administration (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39031	Blueprint Self-management	All costs related to improving self-management of chronic conditions. Does not include self-management work associated with a specific condition or funding source.	Allocated Between Blueprint and Medicaid Global Commitment Admin
39032	Blueprint Community Support	All costs related to enhancing community infrastructure and programs to help people manage chronic conditions. Does not include community work associated with a specific condition or funding source.	Allocated Between Blueprint and Medicaid Global Commitment Admin
39033	Blueprint Information Technology	All costs related to information system development for the "Vermont Blueprint for Health"; includes projects specific to the strategic plan and linkage to department systems. Does not include information technology work associated with a specific chronic disease condition or funding source.	Allocated Between Blueprint and Medicaid Global Commitment Admin
39034	Blueprint Provider Practice	All costs related to assisting health care providers to deliver quality care for chronic conditions more effectively. Does not include provider practice work associated with a specific condition or funding source.	Allocated Between Blueprint and Medicaid Global Commitment Admin
41635	Medicare Part D Transition	Overtime and travel costs associated with assistance to OVHA during the transition of Part D back to CMS.	Direct to Medicare Part D Transition

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Plan Department 2:

Administration (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
42005	Data Infrastructure		Direct to Data Collection Contract
42014	MH – Legal		Mental Health Distribution H - 50%
42015	MH - Allocation Pool		MH- Distribution 50%
42755	CoSIG - Co-occurring disorders State Incentive Grant	The costs of all activities associated with a State Incentive Grant from SAMSHA to support the development of integrated services for individuals with co-occurring substance abuse and mental health disorders.	Direct to CoSIG

Cost Allocation Plan Guidance:

Plan Department	References
39001 39009 39011 39012	OMB A-87, Attachment A, Section C (1)(a), and Attachment A, Section B.1.

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 3:

Health Protection

Nature and Extent of Services: The following plan departments, descriptions, and allocation methodologies are for costs associated the Office of the Chief Medical Examiner; Emergency Medical Services; Radiological Health Services; Food and Lodging Services; and Environmental Health Programs.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39101	Health Protection Administration	Staff time and operating costs associated with overall administration of the Health Protection Division	Relative Share of Health Protection Program Salaries
39109	Health Protection – Leave Time	Time code for time not worked such as vacations, holidays, sick leave, personal time and compensatory time.	Relative Share of Health Protection Program Salaries
39111	Environmental Toxicology – General	Costs associated with the investigation or control of environmental toxins, which cannot be coded to a more specific cost center.	Direct to Environmental Toxicology
39112	Fish Testing	Costs associated with testing fish from Vermont waters for mercury	Direct to Fish Testing
39113	SMS Monitoring	Staff time and other costs associated with monitoring of Safety Medical Systems, Inc.	Direct to SMS Monitoring
39115	Indoor Radon Surveillance	Cost associated with providing information to general public, contractors, etc., concerning basic description of radon and methods of abatement of high levels of radon. Includes attendance at workshops and seminars concerning joint State/EPA radon activities. Extensive mailings may be involved.	Direct to Indoor Radon Surveillance

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Plan Department 3:

Health Protection (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39116	Indoor Air Risk Assessment	Staff time and other costs associated with assessing risks of exposure to any environmental contaminants and assessing health effects of exposure to indoor air contaminants.	Direct to Indoor Air Risk Assessment
39117	Smoking Regulations	Costs associated with the enforcement of smoking regulations and providing public information and assistance regarding these regulations.	TBD (no costs included in current CAP)
39118	Act 125 IAQ Schools	Costs associated with Act 125 legislations.	Direct to Asthma
39119	Lead Investigation	Staff time and other costs associated with investigating sources of exposure for severely lead poisoned children.	Direct to Childhood Lead Poisoning Prevention
39120	Childhood Lead Poisoning Prevention	Costs associated with prevention and control of lead poisoning in children. Follow-up activities for Medicaid Global Commitment-eligible clients are coded to EPSDT Administration functions.	Direct to Childhood Lead Poisoning Prevention
39121	EPA Lead Certification Project	Costs associated with establishing an EPA-authorized Lead Model Plan, including an equity project, processing of certification applications, public outreach, and enhanced tracking programs.	Direct to EPA Lead Certification Project
39122	Act 125 Activities	Costs associated with carrying out the requirements of Act 125: An Act to Prevent Lead Poisoning in Children in Rental Housing and Child Care Facilities	Direct to Childhood Lead Poisoning Prevention

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Plan Department 3:

Health Protection (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39123	Lead Safe Housing Education Contract	Cost of all activities under contract with Vermont Housing and Conservation Board to provide educational and informational services related to lead safe housing.	Direct to Lead Safe Housing
39124	Lead Hazard Awareness Campaign	Costs associated with home visits, on the subject of lead poisoning prevention, made prior to the start of VHCB's lead abatement services.	Direct to Lead Hazard Awareness Campaign
39125	Water Supply Program Support	Costs associated with activities which support the public water supply program administered by the Department of Environmental Conservation.	Direct to Water Supply Program Support
39126	Private Water Supplies	Costs associated with providing information and assistance to the public regarding the quality of private water supplies other than the costs of laboratory analysis of water samples.	Direct to Private Water Supplies
39127	Asbestos Certification, Notification and Technical Assistance	Costs of activities associated with certification of asbestos removal contractors, site inspections and technical assistance.	Direct to Asbestos Certification, Notification and Technical Assistance
39128	Asbestos in Schools	Costs associated with conducting inspections of schools and providing technical assistance to schools for compliance with AHERA.	Direct to Asbestos in Schools
39129	Health Officer Assistance	Costs associated with any work dealing with Health Officers or local health issues.	Direct to Health Officer Assistance

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Plan Department 3:

Health Protection (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39130	Terrorism Task Force	Costs associated with activities undertaken to support the State's Terrorism Task Force, including consequence management planning, exercise and training activities.	Direct to Bioterrorism Preparedness Grant
39131	School Environmental Health Plans	Costs associated with a project to assist schools in the development of environmental health plans addressing problems of indoor air quality.	Direct to School Environmental Health Plans
39132	Potassium Iodide Distribution	All staff time and other costs associated with distribution of potassium iodide.	Direct to VRERP
39133	North Clarendon Toxicology Assessment	Costs associated with the investigation, risk assessment and remediation of potential health issues in the North Clarendon area.	TBD (no costs included in current CAP)
39134	Asbestos, Lead Compliance and Inspection	Costs associated with the asbestos and lead compliance and inspection programs.	Direct to Asbestos, Lead Compliance and Inspection
39151	Food and Lodging – Surveillance, Technical Assistance and Licensing	Cost associated with the inspection of food and lodging establishments. Includes paperwork associated with issuing licenses to establishments, change of owner and new establishment inspections. Also includes formal and informal review of plans and blueprints.	Direct to Food and Lodging

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Plan Department 3:

Health Protection (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39152	Food and Lodging – Administration and Program Development	Cost associated with planning, goal setting, paperwork, staff meetings, supervision, general correspondence, budget, public meetings, formal training of others, attending workshops, conferences, etc.	Direct to Food & Lodging
39153	Food and Lodging – Data Management	Cost associated with computer time, data entry, programming, work with programmer and statistician, data retrieval, etc.	Direct to Food & Lodging
39161	Medical Examiners Program	Expenses incurred in performing autopsies and maintaining the Office of the Chief Medical Examiner.	Direct to Medical Examiner
39162	Medical Examiner – Medicolegal Consultation/Education	Expenses incurred for the following: lawyers, conferences, expert testimony and lectures for hospitals, schools and emergency medical services.	Direct to Medical Examiner
39163	Regional Medical Examiner Payments	Payments to Regional Medical Examiners for services provided.	Direct to Medical Examiner
39166	Bioterrorism Preparedness Information “F”	Cost associated with the activities to develop the capacity in Vermont for disseminating information to the public in events of bioterrorism or other public health emergencies, including planning, assessment and evaluation of these communication resources. (Focus Area “F” of the Bioterrorism Preparedness Grant.)	Direct to Bioterrorism Preparedness Grant

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Plan Department 3:

Health Protection (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39171	CRI – Cities Readiness Initiative	All costs associated with the Cities Readiness Initiative component of the Bioterrorism and Public Health Preparedness program.	Direct to Bioterrorism Preparedness Grant
39181	EMS Program Services	Cost associated with statewide developmental and administrative activities including complaint investigation and technical consultation to services, hospitals and communities. Does not cover any costs associated with licensing, certification or with direct provision of patient services such as vehicles, equipment, training or provider personnel.	Direct to EMS
39182	EMS Licensing	Staff time and other costs associated with the quality assurance functions performed by the Vermont Department of Health necessary to credential EMS personnel, vehicles and organizations. Activities related to regulation: licensing, ambulances, testing, certification, complaint investigation and training for either certification or re-certification.	Direct to EMS
39183	EMS for Children	Staff time, contracts and other payments for the EMS for Children project.	Direct to EMS for Children
39184	EMS – Highway Safety	Costs associated with the EMS Highway Safety Program.	Direct to EMS Highway Safety

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Plan Department 3:

Health Protection (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39186	Automated External Defibrillator Purchase	Costs associated with a project to provide automated external defibrillators and training in their use to emergency responders throughout Vermont.	Direct to EMS Program Services
39187	EMS Trauma Plan	Costs associated with a project to develop a new State Emergency Medical Service plan, including a Trauma Care System Plan.	Direct to EMS Trauma Plan
39210	Radiation Inspections	Costs associated with on site evaluation of medical/dental x-ray equipment functions, radiation shielding and exposure to employees, patients and general public. Maintaining and updating registration program for all x-ray equipment in the state. Conducting all other types of radiation evaluations.	Direct to Radiation Inspections
39211	Mammography X-Ray Unit Inspection	Costs associated with radiation safety inspection of mammography x-ray equipment per the current agreement with the Food and Drug Administration.	Direct to Mammography X-ray Unit Inspection
39212	Emergency Response Plan	Costs associated with activities related to implementation of the VRERP, including participation in emergency response drills, exercises and updating the plan.	Direct to VRERP

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Plan Department 3:

Health Protection (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39213	Environmental Radiation Surveillance	Costs associated with sampling and evaluation of ambient air, water, milk, vegetation and similar media around Vermont Yankee and Yankee Atomic nuclear power plants and technical advice on radioactive waste.	Direct to VRERP
39214	VRERP Training		Direct to VRERP

Cost Allocation Plan Guidance:

Plan Department	References
39101 39109	OMB A-87, Attachment A, Section C (1)(a), and Attachment A, Section B.1.

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Plan Department 4:

Health Surveillance

Nature and Extent of Services: The following plan departments, descriptions, and allocation methodologies are for costs associated the Public Health Laboratory; Epidemiology; Immunization; Chronic Disease; and Public Health Statistics.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39301	Health Surveillance Administration	Staff time and operating costs associated with overall administration of the Health Surveillance Division	Relative Share of Health Surveillance Program Salaries
39309	Health Surveillance – Leave Time	Time code for all staff paid for time not worked such as vacations, holidays, sick leave, personal time and compensatory time.	Relative Share of Health Surveillance Program Salaries
39170	Influenza Pandemic Preparedness	All costs associated with planning, preparing, and exercising for an influenza pandemic.	Direct to Bioterrorism Preparedness Grant
39311	Vaccines	Purchase of all vaccines except those purchases which can be reported against a more specific cost center, such as Foreign Travel or Influenza Vaccine.	Direct to Vaccines
39312	Influenza Vaccine	Purchase of influenza vaccine reimbursed by Blue Cross/Blue Shield.	Direct to Vaccines
39313	Vaccinations	Costs of administration of vaccines to individuals by nurses, except when these activities are included in a more specific cost center, for example, Rabies Control or Hepatitis B.	Direct to Vaccines
39314	Immunization Services	Staff time and expenditures for Immunization Services. This includes the preparation of doctors' orders for vaccines and the distribution of vaccines to local providers.	Direct to Immunization

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Plan Department 4:

Health Surveillance (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39315	Immunization Action Plan	Costs associated with activities related to day care facilities and follow-up of non-Medicaid Global Commitment eligible children that are associated with the Immunization Action Plan. Follow-up activities for Global Commitment eligible clients are coded to EPSDT Administration functions.	Direct to Immunization
39316	Immunization Information System	Costs associated with the implementation and operation of an immunization information system, including the development of an information system infrastructure.	Direct to Immunization
39317	Epidemiology – General	Time and supplies used in day to day routine infectious disease epidemiology and disease control work, not otherwise funded under specific grants or programs.	Direct to Epidemiology
39318	Epidemiology – Outbreak Management	Costs associated with episodic outbreak control. Use specific control or investigation codes, if available.	Direct to Epidemiology
39320	Epidemiology and Laboratory Capacity Building	Costs associated with a project to enhance the department's capacity for infectious disease surveillance and response.	Direct to EPI and Lab Capacity
39321	West Nile Virus Surveillance and Epidemiologic Projects	Costs associated with West Nile Virus surveillance.	Direct to EPI and Lab Capacity

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Plan Department 4:

Health Surveillance (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39322	Hepatitis B – State Employees	Costs for staff time and vaccine to immunize State employees, including vaccine administration, distribution, appointment-making and pre- and post-clinic activities.	Direct to Hepatitis B – State Employees
39323	Refugee Health	Costs associated with refugee health activities.	Direct to Refugee Health
39324	HIV Prevention	Costs associated with activities related to the HIV Prevention project, including health education and risk reduction, counseling and testing and public information.	Direct to HIV/Prevention Grant
39325	State-funded HIV Prevention Activities	Payments to service organizations using State funds appropriated for HIV Prevention activities.	Direct to AIDS Services Support
39326	HIV/AIDS Evaluation	Costs associated with supplemental funding for HIV/AIDS evaluation activities under the HIV Prevention grant.	Direct to HIV/Prevention Grant
39327	AIDS Surveillance	Costs associated with activities having to do with active surveillance for AIDS or HIV infection.	Direct to AIDS Surveillance
39328	AIDS Services Support	Expenditures to support AIDS services in Vermont which cannot be reported against a more specific cost center, such as AIDS education or HIV care.	Direct to AIDS Services Support
39329	HIV Care	Costs associated with the Ryan White (Title II) HIV Care project.	Direct to HIV Care

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Plan Department 4:

Health Surveillance (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39330	AMAP Payments to EDS	Payments to EDS for their reimbursement on behalf of the AIDS Medication Assistance Program.	Direct to HIV Care
39331	Sexually Transmitted Diseases	Costs of the STD program, time, supplies, travel, etc., not to include AIDS.	Direct to Sexually Transmitted Diseases
39332	Tuberculosis Control	Cost related to the Tuberculosis Control Program, including staff time and operating expenses, except the costs of clinical services and medication provided to tuberculosis patients.	Direct to Tuberculosis Control
39333	TB Medical Services	Costs of clinical services and medication provided to tuberculosis patients in Vermont.	Direct to TB Medical Services
39334	Rabies Control	Staff time and other costs associated with prevention of rabies in humans and animals.	Direct to Rabies Control
39336	Bioterrorism Preparedness Planning "A"	Costs associated with activities providing coordination and direction of the statewide effort to prepare for response to events of bioterrorism or other public health emergencies, including assessment and development of the necessary public health infrastructure and the development and exercise of a public health response plan. (Focus Area "A" of the Bioterrorism Preparedness program.)	Direct to Bioterrorism Preparedness Grant

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Plan Department 4:

Health Surveillance (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39337	Health Alert Network “E”	Costs associated with the development and maintenance of a statewide Health Alert Network for bioterrorism preparedness and any other information technology services required to support the various focus areas of the bioterrorism preparedness program. (Focus Area “E” of the Bioterrorism Preparedness program.)	Direct to Bioterrorism Preparedness Grant
39338	Bioterrorism Surveillance “B”	Costs associated with developing and implementing improved methods for surveillance to detect a bioterrorist incident. (Focus Area “B” of the Bioterrorism Preparedness program.)	Direct to Bioterrorism Preparedness Grant
39339	Vermont HIV Prevention Community Planning Group	Costs associated with the statewide advisory planning group that provides guidance for allocation of the CDC prevention grant.	Direct to HIV/Prevention Grant
39341	Hepatitis Plan DELETED	Costs associated with developing a written plan for the prevention and control of viral hepatitis in Vermont.	TBD (no costs included in current CAP)
39342	Northeast Regional Epidemiology Conference	Expenditures and receipts pertinent to a conference, hosted jointly by the Immunization Program and the Epidemiology and Laboratory Capacity project and the infectious Disease Epidemiology Section, held in fall 2002.	TBD (no costs included in current CAP)
39343	Border Initiative		Direct to Bioterrorism Preparedness Grant

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Plan Department 4:

Health Surveillance (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39345	CSTE – Avian Flu Trainings	All costs associated with avian influenza rapid response trainings conducted under agreement with the Council of State and Territorial Epidemiologists.	Direct to CSTE Avian Flu
39351	Epidemiology – Chronic Disease	Costs associated with supervising of performing activities related to chronic disease epidemiology.	Direct to Epidemiology
39352	Chronic Disease Epidemiologist	Salary and fringe costs of the position of Chronic Disease Epidemiologist.	Direct to Epidemiology
39353	Diabetes Services Improvement	Costs associated with a project to improve the capacity to provide comprehensive health services to people with diabetes.	Direct to Diabetes Services Improvement
39354	Arthritis	Costs associated with arthritis planning and epidemiology.	Direct to Arthritis
39355	Asthma	Costs associated with asthma planning and epidemiology.	Direct to Asthma
39356	Cancer Registry	Costs associated with the Vermont Cancer Registry.	Direct to Cancer Registry
39357	Breast and Cervical Cancer Screening Services	Costs associated with screening services provided under the breast and cervical cancer early detection program.	Direct to Cancer Screening
39358	Breast and Cervical Cancer Public Education Activities	Costs associated with public education activities under the breast and cervical cancer early detection program.	Direct to Cancer Screening
39359	Breast and Cervical Cancer Case Management Services	Costs associated with case management services provided under the breast and cervical cancer early detection program.	Direct to Cancer Screening

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Plan Department 4:

Health Surveillance (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39360	Breast and Cervical Cancer Case Professional Education Activities	Costs associated with professional education and quality assurance activities under the breast and cervical cancer early detection program.	Direct to Cancer Screening
39361	Breast and Cervical Cancer Case Evaluation Activities	Costs associated with program evaluation activities under the breast and cervical cancer early detection program.	Direct to Cancer Screening
39362	Ladies First Donations	All receipts and costs associated with donations for the Ladies First Program - non Komen Foundation fund related.	Direct to Ladies First Donations
39363	Ladies First Education and Marketing	Costs of education and marketing for the Ladies First program.	Direct to Ladies First
39365	Mammograms for Younger Woman	Costs of mammograms for women aged 40-44.	Direct to Mammograms for Younger Woman
39366	Ancillary Breast Cancer Treatment	Costs associated with the provision ancillary treatment and education for Ladies First clients with breast cancer.	Direct to Ladies First
39368	Wisewoman Administration	Costs not allocated to outreach, screening, case management or intervention.	Direct to Wisewoman
39369	Wisewoman Intervention	Costs associated with activities which may improve participants' awareness of cardiovascular disease risk. This includes counseling, nutrition classes and physical activity classes.	Direct to Wisewoman
39370	Wisewoman Screening	Costs associated with activities that collect medical information and provide professional assessments of individual health profiles.	Direct to Wisewoman

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Plan Department 4:

Health Surveillance (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39371	Wisewoman Case Management	Costs associated with activities that assure high-risk individuals receive required attention.	Direct to Wisewoman
39372	Wisewoman Outreach	Costs associated with outreach activities.	Direct to Wisewoman
39374	Breast and Cervical Cancer Administration	Costs allocated to assure infrastructure development and mortality in New England.	Direct to Cancer Screening
39376	Comprehensive Cancer Control	Costs associated with the activities of the Comprehensive Cancer Control component of the Cancer Prevention and Control Program.	Direct to Comprehensive Cancer Control
39377	Cervical Cancer Diagnosis and Treatment	All costs associated with cervical cancer diagnosis and treatment.	Direct to Cervical Cancer.
39381	Vital Registration	Costs associated with the registration, collection, preservation, amendment and certification of vital records and the processing and publication of vital statistics.	Direct to Vital Registration
39382	Vital Statistics	Costs associated with the analysis and dissemination of vital statistics.	Direct to Vital Statistics
39383	Vital/Special Requests	Staff time and other costs of responding to special requests for vital statistics.	Direct to Vital/Special Requests

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Plan Department 4:

Health Surveillance (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39384	Research and Statistics	Costs associated with the activities related to the collection, editing, coding, key entry, processing, analysis and publication of health statistics. This cost center also includes the provision of consultative and statistical support services to various Health Department and Agency of Human Services Programs and the involvement in independent research projects, but excludes computer systems development and computer programming.	Direct to Research and Statistics
39385	Hospital Data Council/Utilization	Research staff time and related computer costs and any other costs associated with producing the inpatient monograph.	Direct to Hospital Data Council
39386	Hospital Data Council/Hospital Utilization Companion Volume	Staff time and other costs associated with producing data and printing of the companion to the utilization monograph bulletin.	Direct to Hospital Data Council
39387	Hospital Data Council/Ambulatory Surgery Study	Staff time and other costs associated with producing data for this HDC contract.	Direct to Hospital Data Council
39388	Other Hospital Data Requests	Staff time and other costs associated with hospital data requests not attributable to a more specific cost center.	Direct to Other Hospital Data Requests

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Plan Department 4:

Health Surveillance (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39389	Vermont Program for Quality in Health Care	Staff time and other costs associated with researching, analyzing and producing statistics for the Vermont Program for Quality in Health Care.	TBD (no costs included in current CAP)
39390	Health Statistics Requests	Staff time and other costs of responding to requests for health statistics, not attributable to a more specific cost center.	Direct to Vital Statistics
39391	Population/Estimates	Costs associated with activities related to the production of the population estimates.	Direct to Population
39392	Population/Other	Staff time and other costs of responding to requests for information related to the population estimates.	Direct to Population
39393	Health Risk Survey	Staff time and other costs associated with the Health Risk Survey.	Direct to Health Risk Survey
39394	Behavioral Risk Factor Surveillance	Staff time and other costs associated with designing, administering and conducting the behavioral risk factor survey.	Direct to Behavioral Risk Factor Surveillance
39395	Pregnancy Risk Assessment Monitoring	Costs associated with planning, developing and implementing a pregnancy risk assessment monitoring system.	Direct to Pregnancy Risk Assessment Monitoring
39396	Birth Defects Surveillance	Costs associated with the development and implementation of a surveillance system for early identification and appropriate referral of infants with selected conditions.	Direct to Birth Defects Surveillance

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Plan Department 4:

Health Surveillance (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39397	Electronic Death Registry System	All costs associated with the activities related to the creation of an electronic death registration system.	Direct to Electronic Death Registry System.
39431	Laboratory Training Services	Costs and activities associated with providing courses, technical training or workshops to other than laboratory staff, excluding activities directly related to the DataMaster.	Direct to Laboratory
39432	Laboratory Certification	Costs and activities associated with certification of other laboratories, except CLIA activities.	Direct to Laboratory
39433	Laboratory Customer Service	Costs and activities associated with customer services which do not fit into program areas.	Direct to Laboratory
39434	Laboratory Administration	Costs and activities associated with the overall administration of the laboratory which are not directly related to another functional area. This does not include training, meetings and other activities directly related to a specific program, but do include such activities when they are broader than a single function.	Direct to Laboratory
39450	Laboratory – Forensic Toxicology	Costs and activities associated with forensic toxicology testing and related activities, excluding blood alcohol testing.	Direct to Laboratory
39451	Laboratory – Water Bacteriology	Costs and activities associated with microbiological water testing.	Direct to Laboratory

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Plan Department 4:

Health Surveillance (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39452	Laboratory – Drinking Water, Organic and VOCs	Costs and activities associated with organic testing of drinking water related to VOCs and THMs (EPA method 524.2).	Direct to Laboratory
39453	Laboratory – Drinking Water, Inorganic, Other	Costs and activities associated with organic drinking water testing except for VOCs and THMs.	Direct to Laboratory
39454	Laboratory – Inorganic Drinking Water, Metals	Costs and activities associated with inorganic testing of drinking water for metals.	Direct to Laboratory
39455	Laboratory – Inorganic Drinking Water, Other	Costs and activities associated with inorganic testing of drinking water except for metals and radiological testing.	Direct to Laboratory
39456	Laboratory – Miscellaneous Chemistry	Costs and activities associated with environmental lead, special projects and other chemistry work that is not described under other codes.	Direct to Laboratory
39460	Laboratory, Blood Alcohol	Costs and activities associated with the testing of blood for alcohol.	Direct to Laboratory
39461	Laboratory, Datamaster Support	Costs and activities associated with the DataMaster Program, except legal support. This includes training of others both within and outside the department.	Direct to Laboratory

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Plan Department 4:

Health Surveillance (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39462	Laboratory, Alcohol Program, Legal	Costs and activities of a legal nature related to the alcohol program. This includes testimony, written and oral consultation, preparation of legal responses and documents, such as affidavits and discovery requests and preparation for these activities.	Direct to Laboratory
39470	Laboratory – Radiological, Water	Costs and activities associated with radiochemistry water testing.	Direct to Laboratory
39471	Laboratory – Radiological, Vermont Yankee	Costs and activities associated with Vermont Yankee surveillance.	Direct to Laboratory – Radiological, Vermont Yankee
39472	Laboratory – Radiological, Other	Costs and activities associated with radiological testing except water and Vermont Yankee surveillance.	Direct to Laboratory
39480	CLIA	Staff time and other costs associated with CLIA.	Direct to CLIA
39481	Laboratory – Diagnostic Microbiology, Serology	Costs and activities associated with serology such as hepatitis, HIV, measles, mumps, rubella, syphilis and similar tests.	Direct to Laboratory
39482	Laboratory – Diagnostic Microbiology, Other	Costs and activities associated with parasitology and virology or other diagnostic microbiology excluding serology.	Direct to Laboratory
39483	Laboratory – Environmental Microbiology	Costs and activities associated with testing of food products or similar samples.	Direct to Laboratory

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Plan Department 4:

Health Surveillance (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39484	Bioterrorism Laboratory Capacity “C”	Costs associated with enhancing laboratory capacity for diagnosis of biological bioterrorist agents and all costs associated with participation in the Laboratory Response Network (Focus Area “C” of the Bioterrorism Preparedness program.)	Direct to Bioterrorism Preparedness Grant
39485	Laboratory – Clinical Toxicology	Costs and activities associated with clinical toxicology, including blood lead testing.	Direct to Laboratory

Cost Allocation Plan Guidance:

Plan Department	References
39301 39309 39311	OMB A-87, Attachment A, Section C (1)(a), and Attachment A, Section B.1.

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Plan Department 5:

Health Improvement

Nature and Extent of Services: The following plan departments, descriptions, and allocation methodologies are costs associated with the Maternal and Child Health Program; Children with Special Needs Program; Dental Health Program; Tobacco Control Program; Health Systems; Family Planning Program; and Hospital Bioterrorism Preparedness Program.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39501	Health Improvement – Administration	Staff time and operating costs associated with overall administration of the Health Improvement Division	Relative Share of Health Improvement Program Salaries
39509	Health Improvement – Leave Time	Time code for time not worked, such as vacations, holidays, sick leave, personal leave and compensatory time	Relative Share of Health Improvement Program Salaries
39511	Health Promotion	Costs associated with activities that generally cover public health education and community organization (programs around exercise, nutrition, stress, smoking, etc.). Central office staff time.	Direct to PHHS Block Grant
39512	Education and Community Services	Costs associated with promotion, prevention and surveillance activities for communities or special populations.	Direct to PHHS Block Grant
39513	Conference Costs	Costs associated with conferences underwritten by the Department to be offset by conference fees or transfers.	Direct to Conference Costs

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Plan Department 5:

Health Improvement (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39514	Heart Disease Prevention Conference	Costs associated with the Heart Disease Prevention Conference.	TBD (no costs included in current CAP)
39515	Injury Prevention Program	Costs associated with the Injury Prevention Program.	Direct to Injury Prevention Program
39516	Injury Prevention	Costs associated with activities related to Healthy Vermonters 2000 Nutrition and Physical Activity objectives.	Direct to Injury CPSC
39517	Sex Offense Prevention	Costs associated with activities concerned with sex offense prevention, education, training, printing, research, media, etc. Staff time for all above activities.	Direct to Sex Offense Prevention
39518	Nutrition for Healthy Vermonters 2000	Costs associated with activities related to Healthy Vermonters 2000 Nutrition and Physical Activity objectives.	Direct to PHHS Block Grant
39519	Fit and Healthy Kids	Costs associated with program.	Direct to MCO Investments
39521	Obesity & Chronic Diseases	Costs associated with program.	Direct to Obesity & Chronic Diseases
39530	Primary Care	Costs related to Primary Care Cooperative Agreement, including personnel, operating expenses and grants.	Direct to Primary Care
39531	Primary Care Community Grants	Costs associated with awards to clinics or coalitions of clinics for the uninsured.	Direct to Global Commitment Admin
39532	Rural Health Office	Costs associated with activities related to the establishment and operation of a State Office of Rural Health.	Direct to Rural Health Office

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Plan Department 5:

Health Improvement (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39534	Rural Hospital Flexibility Program	Costs associated with the activities under the ongoing Rural Hospital Flexibility Program grant from HRSA to help stabilize rural hospitals and improve access to health services in rural communities.	Direct to Rural Hospital Flexibility Program Grant
39538	Hospital Bioterrorism Preparedness	Costs associated with a program to support hospitals and other health care entities in preparing for a bioterrorist or other disease emergency.	Direct to Hospital Bioterrorism Preparedness
39539	Vermont Loan Repayment	Costs associated with grants to support educational loan repayment to health care professionals. Costs are not charged to Medicaid.	Direct to MCO Investments
39540	Rape Prevention and Education Program	Costs associated with a program for rape prevention and education.	Direct to Rape Prevention and Education Program
39541	Small Hospital Improvement	Costs associated with a project to assist small hospitals in implementing prospective payments systems, improving quality and complying with certain provisions of the Health Insurance Portability and Accountability Act (HIPAA).	Direct to Small Hospital Improvement
39551	Family Planning – Title X	Costs associated with grants and contracts for the family planning program including staff activities to develop and monitor programs.	Direct to Family Planning Program

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Plan Department 5:

Health Improvement (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39552	Family Planning – SSBG	Costs associated with grants and contracts for the family planning program.	Direct to Social Services Block Grant
39553	Family Planning	Costs associated with grants and contracts for the family planning program funded by General Funds.	Direct to MCO Investments
39561	Dental Services – Corrections	Costs associated with assessment, treatment plan review, claim processing, travel, meals, consultations, meetings and education relating to the Corrections Program.	TBD (no costs included in current CAP)
39562	Dental Services – Homeless Health	Costs associated with activities for the Homeless Health Program including patient care (subcontractors) and program administration.	Direct to Dental Services - All Other Programs
39563	Dental Services Global Commitment Professional Medical	Costs associated with assessment, treatment plan review, travel and consultations for the Global Commitment program.	Direct to Global Commitment Professional Medical
39564	Dental Services –Global Commitment Administration	Costs associated with claims processing for the Global Commitment program.	Direct to Global Commitment Administration

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Plan Department 5:

Health Improvement (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39565	Dental Services – All Other Programs	Costs associated with General Assistance, SPOP, CWEP, WIN, Vocations Rehabilitation, Farm Family, Child Health Services, Headstart and Mental Health Programs. This includes assessment, treatment plan review, claim processing, travel, meals, consultations and meetings.	Direct to Dental Services – All Other Programs
39566	Dental Access Grants	Payments to dental providers, hospitals or schools to increase dental access to low income and Global Commitment recipients.	Direct to Global Commitment Administration
39567	Dental Health Education	Costs associated with education, assessment, referrals for treatment, parent notices, in-service training, scheduling, fluoride rinse program, travel, meals, consultation and meetings. (Schools, nursing homes, day care, etc.)	Direct to MCH Grant
39568	Baby Bottle Tooth Decay Initiative	Direct operating costs of a project to prevent baby bottle tooth decay.	TBD (no costs included in current CAP)
39569	Fluoridation	Costs associated with school and community fluoridation, promotion, systems management time spent preparing contracts and correspondence.	Direct to PHHS Block Grant

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Plan Department 5:

Health Improvement (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39570	Fluoridation Systems Assistance	Operating and contractual expenses entailed in assisting community water systems to install and upgrade water fluoridation systems and to improve the operations of these systems.	Direct to Fluoridation Systems Assistance
39573	Oral Health Access Assessment	Costs associated with an assessment of Vermont's oral health system and the development of a strategic plan to improve that system, especially for children.	Direct to Oral Health Initiative
39574	Oral Health Workforce	Costs of all activities associated with a project to expand the state's oral health workforce.	Direct to Oral Health Workforce
39581	CSHN Administration	Payments for Children with Special Health Needs overall administration which are not attributable to a specific clinic service, including staff time, equipment, medical supplies, etc.	Direct to MCH Grant
39582	CSHN Payments to EDS for Global Commitment	CSHN payments to EDS for Global Commitment payments for authorized therapies.	Direct to CSHN Payments to EDS for Global Commitment
39583	CSHN – Case Management	Staff positions and operating costs directly related to case management as defined in the SPRANS grant application.	Direct to MCH Grant

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Plan Department 5:

Health Improvement (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39582	CSHN Payments to EDS for Global Commitment	CSHN payments to EDS for Global Commitment payments for authorized therapies.	Direct to CSHN Payments to EDS for Global Commitment
39583	CSHN – Case Management	Staff positions and operating costs directly related to case management as defined in the SPRANS grant application.	Direct to MCH Grant
39584	CSHN – Orthopedic	Expenditures for pediatric congenital orthopedic conditions. Includes costs of children who are Vermont residents and are sent to other states for orthopedic care and children who receive care at University Orthopedics.	Direct to MCH Grant
39585	CSHN – Arthritis	Expenditures related to rheumatoid arthritis authorized through the Vermont Arthritis Clinic as well as those who go to the Dartmouth Hitchcock Medical Center.	Direct to MCH Grant
39586	CSHN – Myelo Clinic	Staff time, clinical costs and treatment costs related to children followed through CSHN Myelo Clinic.	Direct to MCH Grant
39587	CSHN – Hearing Impairment	Expenses directly related to the diagnosis and treatment of hearing impairment, including contractual services, hearing aids, etc.	Direct to MCH Grant
39588	HOP	Staff time and other costs related to the hearing screening program for infants and toddlers.	Direct to MCH Grant

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Plan Department 5:

Health Improvement (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39589	CSHN – Cleft Lip and Palate	Staff time, clinic costs and treatment costs directly related to cleft lip/palate or other facial anomaly, including dental care, orthodontics and speech therapy.	Direct to MCH Grant
39590	CSHN – Epilepsy	Costs directly related to the diagnosis and treatment of epilepsy and seizure control, including physician services and pharmacy.	Direct to MCH Grant
39591	CSHN – Metabolic	Staff time, clinical costs and treatment costs directly related to diagnosis and treatment of metabolic disorders.	Direct to MCH Grant
39592	CSHN – Cystic Fibrosis	Costs associated with the diagnosis and treatment of cystic fibrosis.	Direct to MCH Grant
39593	CSHN – Special Services	Costs associated with congenital conditions not covered by other, more specific, Handicapped Children Services programs.	Direct to MCH Grant
39594	Jamie Rosen Fund	Costs associated with the care of children within the guidelines of the Rosen Fund as authorized by the HCS Director.	Direct to Jamie Rosen Fund
39595	CSHN – Cardiac	Costs associated with a pediatric congenital heart condition.	Direct to MCH Grant
39596	Child Development Clinic	Costs associated with the Child Development Clinic.	Direct to MCH Grant
39597	ILEHP	Staff time and other costs associated with the Interdisciplinary Leadership Education for Health Professionals program.	Direct to MCH Grant

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Plan Department 5:

Health Improvement (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39598	NICU	Staff time and other costs related to services for children at the Newborn Intensive Care Unit.	Direct to MCH Grant
39599	Renal Disease	Payments made to the Vermont Kidney Association for Renal Patient Fund.	Direct to MCO Investments
39600	Part C	Costs associated with the implementation of an early intervention program for children aged 0-36 months.	Direct to Part C
39601	F.I.T. Payments for Global Commitment	Payments to EDS for Global Commitment reimbursement to regions.	Direct to Part C
39602	F.I.T.P. Non-Federal Payments	Payments for services authorized under F.I.T.P. from fund transferred from the Vermont Dept. of Education.	TBD (no costs included in current CAP)
39603	Early Hearing Detection and Intervention Grant	Costs associated with the Children's Hearing Intervention and Resources Project, the Early Detection and Intervention CDC Grant.	Direct to Early Hearing Detection and Intervention Grant
39605	CSHN Medical Home	Costs associated with the implementation of a MCHB grant to promote more comprehensive coordinated care for children with special health needs in the context of their primary care "medical home".	Direct to CSHN - Special Services
39606	Universal Newborn Hearing Screening MCHB DELETED	Costs associated with the MCHB grant (closing the loop) awarded to establish a universal newborn hearing screening program.	Direct to Universal Newborn Hearing Grant
39607	ILEHP Services	All costs associated with grant payments to UVM for ILEHP services for Global Commitment eligible children.	VCHIP Distribution

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Plan Department 5:

Health Improvement (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39607	ILEHP Services	All costs associated with grant payments to UVM for ILEHP services for Global Commitment eligible children.	VCHIP Distribution
39621	Tobacco Control	Costs associated with the Tobacco Prevention and Control project.	Direct to Tobacco Control
39622	Tobacco Control: SNAP Smoking Cessation Project	Costs associated with the University of Vermont project to evaluate the effectiveness of smoking cessation programs for the Global Commitment population.	TBD (no costs included in current CAP)
39623	Tobacco Control – Other	Costs associated with tobacco control program activities that are not funded by CDC, RWJ, ALF or State Settlement funds and are not eligible for Global Commitment reimbursement.	Direct to Tobacco Control – Other
39627	Tobacco Community Based	Costs associated with tobacco community based programs.	Direct to Tobacco Settlement
39628	Tobacco Countermarketing	Costs associated with tobacco countermarketing activities.	Direct to Tobacco Settlement
39629	Tobacco Cessation	Costs associated with tobacco cessation programs.	Direct to Tobacco Settlement
39630	Tobacco Statewide	Costs associated with tobacco statewide programs.	Direct to Tobacco Settlement
39631	Tobacco Surveillance and Evaluation	Costs associated with tobacco surveillance and evaluation programs.	Direct to Tobacco Settlement
39632	Legacy Foundation	Costs associated with a program for smoking cessation and prevention among young adults funded by the Legacy Foundation.	Direct to Legacy Foundation

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Cost Allocation Plan Guidance:

Plan Department	References
39501 39509	OMB A-87, Attachment A, Section C (1)(a), and Attachment A, Section B.1.

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Plan Department 6:

Community Public Health

Nature and Extent of Services: The following plan departments, descriptions, and allocation methodologies are costs associated with the twelve District Offices around the State; Healthy Babies, Kids and Families Program; WIC; EPSDT; and Town Health Officer Program.

Please note that for the quarter beginning October 1, 2006, a number of new codes have been added to more clearly identify activities in the District Offices. The new codes charged to Global Commitment are not new costs. These same activities have been performed in previous years and have been charged to a small number of "Medicaid" codes. We have not yet abolished the "old" codes (e.g., 39756, 39767, 39768) because of the gradual nature of the transition to the use of the new codes. Old codes will be eliminated in future quarters as implementation of the new codes becomes complete.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39701	Community Public Health Central Office Administration	CPH Central Office staff time and costs attributable to completion of administrative functions in support of CPH programs, including division-level planning and goal-setting (not related to a program); staff meetings (not program specific); supervision; general correspondence, paperwork, and budget tasks; and non-program-specific public meetings, trainings, workshops, and conferences, etc.	Relative Share of Community Public Health Program Salaries
39702	DISTRICT OFFICE ADMINISTRATION	District Office (DO) staff time and other DO costs attributable to completion of administrative functions in support of VDH programs, including office-level planning and goal-setting (not related to a program); staff meetings (not program specific); supervision; general correspondence, paperwork, budget tasks and non-program-specific public meetings, trainings, workshops, and conferences, etc.	Relative Share of Department Salaries minus VSH.

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Plan Department 6:

Community Public Health (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39709	Community Public Health – Leave Time	Time code for time not worked such as vacations, holidays, sick leave, personal leave and compensatory time.	Relative Share of Community Public Health Program Salaries
39711	Clinic Activities – SPMP	Time of skilled medical personnel and other costs related to clinic services including intake, assessment, diet screening, nutrition education and food delivery administration. This cost center also includes activities performed by directly supporting staff providing functions supporting the activities above.	WIC Clinic Spreadsheet

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Plan Department 6:

Community Public Health (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39712	Clinic Activities – Non-SPMP	Time of staff other than skilled professional medical personnel and other costs related to clinic services, including intake, assessment, diet screening, nutrition education and food delivery administration.	WIC Clinic Spreadsheet
39721	WIC Supplemental Food	Costs of WIC food and formula paid directly to dairies and drug companies.	Direct to WIC Supplemental Food
39722	WIC Client Services	Costs expended to deliver food and other client services and benefits. Examples include: WIC staff salaries/benefits and medical supplies and equipment necessary to conduct diet and health assessments required in the certification process, salary/benefits of WIC staff that issue food instruments and explain their use. WIC staff salary/benefits and other costs necessary to refer clients to other health care and social services, to coordinate services with other programs, to participate in activities which promote a broader range of health and social services for participants and to conduct the impact of WIC on its participants.	Direct to WIC Admin

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Plan Department 6:

Community Public Health (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39723	WIC Nutrition Education	Costs associated with all WIC nutrition education activities.	Direct to WIC Admin
39724	WIC Breastfeeding Support	Time and operating expenses associated with promoting and supporting breastfeeding. May include group education, home visiting time, training, materials, travel and space rental.	Direct to WIC Admin
39725	WIC General Administration	Costs (direct or indirect) generally considered to be overhead or management costs. General management costs include those costs associated with program monitoring, prevention of fraud, general oversight and food instrument accountability. Examples include WIC administrative salaries/benefits and other costs necessary to conduct outreach, food instrument reconciliation, monitoring and payment, vendor monitoring, administrative record keeping and reporting.	Direct to WIC Admin
39729	WIC Health Care Provider Collaboration	Costs associated with a project to develop and test a model delivering WIC services in collaboration with health care providers.	Direct to WIC Provider Collaboration

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Plan Department 6:

Community Public Health (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39730	WIC Loving Support	Costs associated with a project to use "Loving Support" materials to promote breastfeeding.	Direct to WIC Loving Support
39731	WIC Breastfeeding Peer Counselor Project	All costs associated with development and implementation of a WIC breastfeeding peer counselor demonstration project.	Direct to WIC Breastfeeding Peer Counselor Project
39732	WIC Vegetable	Costs associated with WIC vegetable.	Direct to WIC Vegetable
39733	FIT WIC Families	The costs of all activities associated with developing a family-centered program to increase physical activity in the WIC population	Direct to FIT WIC Families
39741	Maternal and Child Planning and Evaluation	Staff time, purchased supplies, equipment and services and other costs of MCH planning and evaluation.	Direct to MCH Grant
39742	MCH Primary Care Planning	Costs associated with activities related to the development of a comprehensive primary care system of services for children.	Direct to MCH - Primary Care Planning
39743	Newborn Screening	Staff and contract activity related to the Newborn Screening Program.	Direct to MCO Investments
39744	MCH – Pregnancy/Postpartum	Costs associated with Maternal and Child Health services benefiting women 22 years of age or over. This covers all costs including staff activities, purchases and grants.	Direct to MCH Grant

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Plan Department 6:

Community Public Health (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39745	MCH – Infants	Costs associated with Maternal and Child Health services benefiting infants up to 12 months of age. This covers all costs including staff activities, purchases, grants and contracts.	Direct to MCH Grant
39746	MCH – Children	Costs associated with Maternal and Child Health services benefiting children 1 to 21 years of age (except pregnant adolescents). This covers all costs including staff activities, purchases, grants and contracts.	Direct to MCH Grant
39747	MCH – Adolescent Pregnancy/Postpartum	Costs associated with Maternal and Child Health services benefiting pregnant women who are under 22 years of age. This covers all costs including staff activities, purchases, grants and contracts.	Direct to MCH Grant
39748	Abstinence Education	Costs associated with the provision of Abstinence Education.	Direct to Abstinence Education
39749	CHP – Maternal and Child Health	Costs associated with case management, counseling and health education, risk reduction intervention, home-based care and other supportive services for pregnant women and infants through age one for CHP commercial members.	Direct to CHP - Maternal and Child Health

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Plan Department 6:

Community Public Health (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39750	Healthy Babies	Time spent in collaboration with DCF's Child Development Division and community-based partner agencies on behalf of Medicaid-eligible pregnant and post-partum women and children ages 0 through 5 years participating in the HBKF, plus allowable costs associated with this work. These tasks include participation in the design and review of HBKF or Children's Integrated Services policies, procedures, protocols, and forms.	Direct to Global Commitment Admin
39751	Healthy Babies, Kids and Families – Global Commitment Administration	Costs associated with administrative responsibilities for the Healthy Babies program including design and implementation of administrative practices and procedures, assisting recipients with eligibility determination, scheduling appointments, establishing payment rates and claims processing.	Direct to Global Commitment Administration

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Plan Department 6:

Community Public Health (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39752	Global Commitment Skilled Nursing	Costs associated with visits to pregnant women and infants on Global Commitment which are authorized through the Healthy Babies Program for Level II and Level III individuals. Requires a signed physician's order and a plan of care. Includes time spent in: travel to visit site, face to face contact with client, documentation in the client record and case consultations with providers. Do not use this code for the assessment visit.	Direct to Skilled Nursing
39753	Healthy Babies Payments	Reimbursements for payments made to private providers in the Healthy Babies program.	Direct to Healthy Babies Payments
39754	Healthy Babies Payments for CHIP Recipients	Payments to EDS for Healthy Babies services provided to CHIP recipients.	Direct to Healthy Babies Payments for CHIP
39756	EPSDT Administration Functions 1	Costs associated with preliminary assessments in the home, comparing treatment to screening abnormalities previously found, determining when a recipient has received a complete screen in accordance with the periodicity schedule and assessing the necessity for and adequacy of medical care and services required by individual recipients. This cost center also includes activities performed by directly supporting staff providing functions supporting the activities above.	Direct to Global Commitment Professional Admin

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Plan Department 6:

Community Public Health (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39757	EPSDT Administration Function 2	Costs associated with accounting and auditing; budgeting; program management for categories of services not requiring medical expertise; emergency transportation; non-emergency transportation and home and community-based waiver services; program analysis where the emphasis is cost or utilization of services in lieu of the medical aspects of the program, cost reimbursement including all analytical work related to the program cost of covered services; cost report settlements and establishments of rates; program integrity including any investigation and follow-up activities not directly involving the determination of the medical necessity of specific services; third party liability activities/overpayment collection activities;	Direct to Global Commitment Admin

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Plan Department 6:

Community Public Health (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39757	EPSDT Administration Function cont.	administrative practices and procedures including the development of State plans, administrative rates, cost allocation and provider agreements; all claims processing activities except those involving medical review of complex physician bills, reviewing the medical necessity of prior authorized services and providing required second medical opinions, which would be allowable 75% functions; outreach activities such as notifying clients of required screens from a periodicity schedule, scheduling appointments, informing clients and arranging transportation; eligibility determination; legal services including administrative appeals; and contract management.	Direct to Global Commitment Admin
39758	School EPSDT Payments	Payments to schools of Federal Global Commitment funds to reimburse costs of the EPSDT School Health Access Program.	School EPSDT Percentages
39759	Vermont Child Health Improvement Project	Costs associated with this project, a joint effort between UVM, the Office of VT Health Access and the Vermont Department of Health.	VCHIP Distribution
39765	School Health Program Infrastructure	Costs associated with the CDC funded School Health Program project which began in 9/2000.	Direct to School Health Program

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Plan Department 6:

Community Public Health (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39766	Health Contract Services	Costs associated with activities by employees for/with schools and Headstart which have contracted with the Department of Health for school health services.	Direct to Health Contract Services
39767	Foster Children Health Mentoring	Costs classified as skilled professional medical associated with a pilot program to provide health advocacy and health monitoring services for pre-adolescents and adolescent foster children in the Burlington area.	Direct to Global Commitment Professional Medical
39768	Foster Children Health Mentoring – Global Commitment Administration	Costs not classified as skilled professional medical associated with a pilot program to provide health advocacy and health monitoring services for pre-adolescents and adolescent foster children in the Burlington area.	Direct to Global Commitment Administration
39769	VDH/UVM College of Medicine Collaborative	Costs associated with any grants that fall under the umbrella of the VDH/UVM College of Medicine Memorandum of Understanding including the AHEC agreement but excluding the VCHIP agreement.	Direct to VDH/UVM

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Plan Department 6:

Community Public Health (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39771	EPSDT Outreach and Informing	Development, evaluation, review and revision of EPSDT informing letters; completion of tasks that bring about the dissemination of these letters or materials; and clarification and problem-solving, when needed, relative to Medicaid beneficiaries' receipt of informing letters; follow-up with newly eligible Medicaid beneficiaries ages zero through 20.	Direct to Global Commitment Administration
39772	EPSDT SYSTEMS/INFRASTRUCTURE BUILDING	Time and other costs for tasks that are intended to improve the system of care available to Medicaid/Dr. Dynasaur beneficiaries ages zero through 20 years and pregnant women and, in some instances, for Medicaid beneficiaries 21 years and older.	Direct to Global Commitment Administration
39774	FOSTERING HEALTHY FAMILIES	Time spent by VDH staff working collaboratively with DCF Family Services division staff on tasks that improve access to health services for and the health status of children and adolescents in state custody, plus allowable costs associated with this work.	Direct to Global Commitment Administration

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Plan Department 6:

Community Public Health (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39776	Healthy Child Care Vermont (HCCVT)	Time spent by VDH staff on tasks that are intended to improve the health of Medicaid/Dr. Dynasaur beneficiaries attending DCF-regulated child programs, plus allowable costs associated with this work.	Direct to Global Commitment Administration
39778	SCHOOL-BASED HEALTH ACCESS PROGRAM	Time and associated costs for School-based Health Access Program or Coordinated School Health tasks that are intended to improve the health of school-age Medicaid/Dr. Dynasaur beneficiaries. In limited instances, time spent by Public Health Nutritionists on Coordinated School Health tasks is also covered by this code. This does not include payments to schools that are paid under program code 39758.	Direct to Global Commitment Administration
39780	OTHER PROGRAM INITIATIVES	Time and other costs related to program or special initiative activities when no other program code is available to use for this work.	Direct to Other Program Initiatives.

Cost Allocation Plan Guidance:

Plan Department	References
39701 39709 39712 39758 39759	OMB A-87, Attachment A, Section C (1)(a), and Attachment A, Section B.1.

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 7:

Alcohol and Drug Abuse Programs

Nature and Extent of Services: The following plan departments, descriptions, and allocation methodologies are for costs associated with Alcohol and Drug Research and Planning; Alcohol and Drug Abuse Treatment; and Alcohol and Drug Prevention.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39801	Alcohol and Drug Abuse Programs Administration	Staff time and operating costs associated with overall administration of the Alcohol and Drug Abuse Programs	Relative Share of ADP Program Salaries
39809	Alcohol and Drug Abuse Programs – Leave Time	Time code for time not worked, such as vacations, holidays, sick leave, personal leave and compensatory time.	Relative Share of ADP Program Salaries
39811	Prevention Activities	Costs associated with prevention activities.	Direct to Substance Abuse Grant
39812	VADIC	Costs associated with grant.	Direct to Substance Abuse Grant
39813	Drug Free Schools – Dare Grants	Costs associated with grant.	Direct to Dare Grant
39814	OJJDP	Costs associated with combating underage drinking through public policy enforcement.	Direct to OJJDP
39815	Juvenile Accountability Incentive Block Grant (JAIBG)	Costs associated with action steps that will improve the adolescent service system for children in trouble with substance abuse.	Direct to JAIBG
39821	Student Assistance Program (SAP) – Prevention	Costs associated with the Student Assistance Program through the Prevention Unit.	TBD (no costs included in current CAP)
39822	Youth Initiative – Community Based Programs	Costs associated with Community Based Programs, such as the continuation of the New Directions Coalition grants, New Directions staff salaries and operating expenses for things like meetings, publishing reports, travel, etc.	Direct to Substance Abuse Grant

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 7:

Alcohol and Drug Abuse Programs (Ccontinued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39823	Student Assistance Programs (SAP) – Assessment and Referrals	Costs associated with a school based program for assessment and referral with regard to substance abuse.	Direct to Student Assistance Programs
39825	Strategic Prevention Framework State Incentive Grant	All costs associated with the Strategic Prevention Framework initiative targeted to prevent the onset and reduce the progression of substance abuse.	Direct to Strategic Prevention Framework State Incentive Grant
39826	Strategic Prevention Framework State Incentive Grant - CHAMPS	The SPF-SIG portion of the CHAMPS initiative, part of the Legislative Common Sense Initiative.	Direct to Strategic Prevention Framework State Incentive Grant
39831	Consultation and Evaluation	Costs associated with providing recipient services for substance abuse consultation and education to individuals and organizations.	Direct to Substance Abuse Grant
39832	Block Grant Administration	Costs associated with administration of grant.	Direct to Substance Abuse Grant
39833	DDRP	Costs associated with the Drinking Driver Rehabilitation Program including DWI assessments and CRASH schools.	Number of ADAP Clients Per Quarter (Global Commitment Eligible)
39834	Public Inebriate Program	Costs associated with program.	Direct to Substance Abuse Grant
39835	Payments Assistance Program	Staff time, operating costs and payments to providers to treatment.	Direct to Substance Abuse Grant
39836	Payments to Providers for Treatment – Outpatient	Direct payments.	Direct to Substance Abuse Grant
39837	Payments to Providers for Treatment – Intensive Outpatient	Direct payments.	Direct to Substance Abuse Grant
39838	Payments to Providers for Treatment – Residential	Direct payments.	Direct to Substance Abuse Grant
39839	Payments to PNMI Providers for Room and Board	Direct payments.	TBD (no costs included in current CAP)
39840	Payments to PNMI Providers for Treatment	Direct payments.	TBD (no costs included in current CAP)
39841	Payments to Providers for Treatment: Half-Way	Direct payments.	Direct to Substance Abuse Grant

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 7:

Alcohol and Drug Abuse Programs (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39842	Payments to Providers for Treatment: Crash	Direct payments.	Direct to Substance Abuse Grant
39843	Payments to Providers for Treatment: Assessment	Direct payments.	TBD (no costs included in current CAP)
39844	Payments to Providers for Treatment: Special Populations	Direct payments.	Direct to Substance Abuse Grant
39845	Alcohol and Drug Abuse Programs Provider Monitoring	Costs associated with monitoring activities.	Number of ADAP Clients Per Quarter (Global Commitment Eligible)
39846	Payments to EDS for Global Commitment: General	Direct payments.	Payments to EDS for Global Commitment: General
39851	Payments to EDS for CHIP	Payments to EDS on behalf of children eligible for the Children's Health Insurance Program.	Direct to Payments to EDS for CHIP
39852	Barriers to Treatment	Payments to remove barriers to treatment.	Direct to Substance Abuse Grant
39853	Treatment Improvement	Costs associated with tracking funds for accreditation and provider data collection.	Direct to Substance Abuse Grant
39854	Performance Outcome Indicators	Costs associated with performance indicators, including support for development of processes for monitoring treatment outcome indicators used for continuous treatment improvement.	Direct to Substance Abuse Grant
39855	Service Planning and Coordination	Costs associated with services to ensure that adequate treatment plans are developed and implemented for adolescents receiving treatment through DDMH facilities and their families. Paid through the transfer of match funds to DDMH.	Direct to Substance Abuse Grant

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Plan Department 7:

Alcohol and Drug Abuse Programs (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39859	Payments to Providers for Residential Treatment – Non Block Grant Expenses	Direct payments.	Direct to Payments to Providers for Residential Treatment – Non Block Grant Expenses
39860	ADAP Treatment Unit	To aggregate the time the Alcohol and Drug Abuse Treatment Unit staff whose assigned duties comprise the assessment, certification and monitoring of residential and individual treatment providers pursuant to the Global Commitment State Plan.	Direct to Global Commitment Administration.
39862	Payments to Providers for Opiate Treatment	Non- Global Commitment Eligible	Direct to Substance Abuse Grant
39863	Student Assistance Program (SAP) – Treatment Grants	Payments to providers for treatment: SAP	Direct to Substance Abuse Grant
39864	Youth Initiative: Outpatient Treatment	Costs associated with specialized youth clinicians and case managers. Also grants to preferred providers in a particular geographic area to fund youth treatment services.	Direct to Substance Abuse Grant
39865	Case Management	Costs associated with services to ensure that adequate treatment plans are developed and implemented for ADAP non- Global Commitment clients in treatment and their families.	Direct to Substance Abuse Grant
39866	Payments to Providers – Bradford Operations	Payments to OAS, LLC for residential treatment at the Valley Vista Facility.	Direct to Substance Abuse Grant
39867	Payment to Provider Non Resident Non Block Grant	To identify payments to providers for non-residential services that are non-block grant expenditures.	Direct to Payment to Provider

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Plan Department 7:

Alcohol and Drug Abuse Programs (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39868	Building the Infrastructure of Vermont's Adolescent Treatment System	All costs associated with the enhancement of the service system that treats adolescent substance abuse, including the co-occurring problems of substance abuse and mental health disorders.	Direct to SAMHSA Adolescent Treatment Grant
39869	Prescription Drug Monitoring Program	Costs associated with developing and maintaining a program to prevent prescription drug abuse in Vermont.	Direct to Prescription Drug Monitoring
39877	Case Management – Rutland Court System	Costs associated with providing case management services to high risk youth in the court system. Case Managers broker clinical, educational and vocational services and they assure that the clients access the necessary services.	Direct to Substance Abuse Grant
39880	Community Recovery Centers	Costs to provide seed funding to establish community-based and community-run recovery centers which provide a place for self-help, education and referral services in the community.	Direct to Community Recovery Center Grant
39883	State Data Infrastructure	Costs associated with a project to develop an infrastructure for data collection pertaining to substance abuse treatment services.	Direct to State Data Infrastructure

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Plan Department 7:

Alcohol and Drug Abuse Programs (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39884	Other Treatment Grants – Transitional Housing	Costs associated with short-term (30 to 90 days) housing for clients who have completed formal treatment and are in need of a supportive residential environment to enable them to reestablish themselves in the community.	Direct to Substance Abuse Grant
39873	Youth Risk Behavioral Survey	Costs associated with survey.	Direct to Substance Abuse Grant
39875	Needs Assessment – Treatment	Staff time, contractual payments and all other costs associated with implementing the needs assessment contract for Treatment contract with began 9/26/97.	Direct to Needs Assessment Contract
39876	Needs Assessment – Prevention	Staff time, contractual payments and all other costs associated with implementing the needs assessment contract for Prevention contract.	Direct to Needs Assessment Contract
39020	Medical Practice Board	Costs associated with the Medical Practice Board except those costs specifically described elsewhere.	Allocation Between Medical Practice Board and Global Commitment Admin
39021	Vermont Practitioner Health Program	Costs associated with the Vermont Medical Society.	Allocation Between Medical Practice Board and Global Commitment Admin
39029	Medical Practice Board Leave Time	Time code for time not worked, such as vacations, holidays, sick leave, personal leave and compensatory time.	Direct to Medical Practice Board

Cost Allocation Plan Guidance:

Plan Department	References
39801 39809 39833 39845 39846	OMB A-87, Attachment A, Section C (1)(a), and Attachment A, Section B.1.

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 8:

Mental Health Division

Nature and Extent of Services: The following plan departments, descriptions, and allocation methodologies are costs associated with Vermont State Hospital (VSH) and Mental Health Grants:

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39901	MH—Administration	Costs associated with office administration.	Relative Share of MH Program Salaries
39909	MH—Leave Time	Costs for leave time.	Relative Share of MH Program Salaries
39950	VSH Administrative & General	Costs associated with Vermont State Hospital.	Direct to VSH
39951	VSH Executive Office	Costs associated with Vermont State Hospital.	Direct to VSH
39952	VSH Business Office	Costs associated with Vermont State Hospital.	Direct to VSH
39953	VSH Admissions	Costs associated with Vermont State Hospital.	Direct to VSH
39954	VSH Non-Admissions	Costs associated with Vermont State Hospital.	Direct to VSH
39955	VSH Switchboard	Costs associated with Vermont State Hospital.	Direct to VSH
39956	VSH Quality Improvement	Costs associated with Vermont State Hospital.	Direct to VSH
39957	VSH Word Processing	Costs associated with Vermont State Hospital.	Direct to VSH
39960	VSH Brooks 1 Unit	Costs associated with Vermont State Hospital.	Direct to VSH
39961	VSH Brooks 2 Unit	Costs associated with Vermont State Hospital.	Direct to VSH
39962	VSH Brooks Rehab Unit	Costs associated with Vermont State Hospital.	Direct to VSH
39963	VSH Brooks 1 Team	Costs associated with Vermont State Hospital.	Direct to VSH
39964	VSH Brooks 2 Team	Costs associated with Vermont State Hospital.	Direct to VSH
39965	VSH Brooks Rehab Team	Costs associated with Vermont State Hospital.	Direct to VSH
39970	VSH Social Services	Costs associated with Vermont State Hospital.	Direct to VSH
39971	VSH Chaplains	Costs associated with Vermont State Hospital.	Direct to VSH

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 8:

Mental Health Division (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39972	VSH Volunteer & Library	Costs associated with Vermont State Hospital.	Direct to VSH
39973	VSH Medical Records	Costs associated with Vermont State Hospital.	Direct to VSH
39974	VSH Nursing Administration	Costs associated with Vermont State Hospital.	Direct to VSH
39975	VSH Nursing Education	Costs associated with Vermont State Hospital.	Direct to VSH
39976	VSH Clinic	Costs associated with Vermont State Hospital.	Direct to VSH
39977	VSH Laboratory	Costs associated with Vermont State Hospital.	Direct to VSH
39978	VSH Ancillary Services	Costs associated with Vermont State Hospital.	Direct to VSH
39979	VSH Occupational Therapy	Costs associated with Vermont State Hospital.	Direct to VSH
39980	VSH Physical Therapy	Costs associated with Vermont State Hospital.	Direct to VSH
39981	VSH Pharmacy	Costs associated with Vermont State Hospital.	Direct to VSH
39982	VSH Housekeeping	Costs associated with Vermont State Hospital.	Direct to VSH
39983	VSH Dietary	Costs associated with Vermont State Hospital.	Direct to VSH
39984	VSH Storehouse	Costs associated with Vermont State Hospital.	Direct to VSH
39985	VSH Canteen	Costs associated with Vermont State Hospital.	Direct to VSH
39986	VSH Summer Camp	Costs associated with Vermont State Hospital.	Direct to VSH
39987	VSH Barber & Beauty Shop	Costs associated with Vermont State Hospital.	Direct to VSH
37700	MH—Global Commitment Admin	Costs associated with mental health related to Global Commitment admin.	TBD (no costs included in current CAP)
37710	MH—Global Commitment Program	Costs associated with mental health related to Global Commitment programs.	Direct to Global Commitment Program

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Plan Department 8:

Mental Health Division (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
37720	MH—CHIPS Global Commitment		TBD (no costs included in current CAP)
37800	MH—Social Services Block Grant		Direct to Social Services Block Grant
42005	Data Infrastructure		Direct to Data Collection Contract
42006	PASARR		Direct to Global Commitment Professional Medical
42008	Global Commitment Administration		Direct to Global Commitment Administration
42014	MH—Legal		Mental Health Distribution H—50%
42015	MH—Allocation Pool		MH—Distribution 50%
42017	MH—Director and Assistant		MH—Distribution 50%
42030	CAP/GF Match Fund		Direct to General Fund
42520	MH—Homeless Block Grant		Direct to Homeless Block Grant
42530	MH—MH Block Grant		Direct to MH Block Grant
42570	MH—Real Choice System Grant		Direct to Real Choice Systems Grant
42580	MH—Coalition PromCommBasedCareGr		Direct to Coalition Prom Community Based Care Grant
42600	MH—General Funds		Direct to General Fund
42720	MH—Self Determination/RWJ		TBD (no costs included in current CAP)
42730	MH—Case Rate Payments		Direct to Case Rates Payment
42740	CRT Doc/Hospital		Direct to CRT Doc/Hospital Payments

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Plan Dept.	Plan Dept. Name	Description	Allocation Method
42753	MH—SAMHSA Grant		Direct to SAMHSA
42755	CoSIG—Co-occurring disorders State Incentive Grant	The costs of all activities associated with a State Incentive Grant from SAMSHA to support the development of integrated services for individuals with co-occurring substance abuse and mental health disorders.	Direct to CoSIG

Cost Allocation Plan Guidance:

Plan Department	References
39901 39909 42002 42004	OMB A-87, Attachment A, Section C (1)(a), and Attachment A, Section B.1.

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Department of Mental Health (DMH)

I. Introduction

The Department of Mental Health (DMH) was established by the state legislature effective July 1, 2007. For the last several years, mental health programs had been provided through the Division of Mental Health within the Department of Health (VDH).

Within this document we have included an overview of DMH's organizational structure and a list of the specific functions performed by DMH, referred to as plan departments or cost pools, and the allocation method for each function. Please note that the plan department numbers correspond to internal AHS program codes, from the state accounting system.

Although Mental Health is a separate Department, it continues to receive support services from staff in the Health Department, especially in the business office and in information technology. Costs of these services are distributed over both departments based on relative share of salaries.

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II. Organization

The Mental Health Department contracts with 11 designated community agencies (DAs) to provide services to adults with severe mental illness and adults with less severe emotional or behavioral problems that still disrupt their lives; children and adolescents experiencing a serious emotional disturbance and their families; and anyone who is experiencing an acute mental-health crisis. Between 20,000 and 25,000 Vermonters currently receive mental health services from public providers. Approximately 10,350 clients receive community-based mental health services through Community Rehabilitation and Treatment (CRT) programs and Adult Outpatient programs in FY 2003.

Last year, 9,581 Vermont youth (6.4%) were assigned to Children's Services programs in the public mental health system. These young Vermonters were either experiencing a severe emotional disturbance or were at substantial risk.

The contracted designated agencies also operate mental health Emergency Services Programs which are available 24 hours a day, seven days a week, responding to any individual experiencing a mental health crisis and to communities following natural disasters, accidental deaths, suicides and other traumatic events. Emergency programs also screen situations to determine if there is need for admission into involuntary and/or acute care arrangements. Approximately 6,100 Vermonters were served through these Emergency programs last year.

Inpatient services in Vermont State Hospital (VSH) are for involuntary emergency examinations and commitments in which adults have become dangerous to themselves or others or for psychiatric evaluations of competency to stand trial in criminal cases. The State Hospital, which has 56 beds, is Vermont's only public psychiatric inpatient facility. During FY 2003, VSH served 234 individuals, had 216 admissions and an average daily census of 47.

- required health care resources; and (2) helping Global Commitment recipients and their parents or guardians effectively use these resources;
- Town Health Officer – coordinates the appointment process for municipal health officers and aids them in carrying out their duties. Produces manuals and newsletters for municipal health officers to keep them informed of recent environmental health issues and regulations; developing and providing training sessions on public health issues relevant to their work.

Cost Impact:

All changes in the Cost Allocation Plan are identified in red. The cost impacts, by category, are as follows.

Category 3 – Programs in this category are created or have been updated to facilitate the tracking of expenditures in an accurate fashion and have no federal impact.

39002, Administration, has been changed to indicate that it includes costs from within the Health Department which benefit both the Health Department and the Department of Mental Health exclusive of the Vermont State Hospital. This is not a change in allocation of costs to federal sources, it simply changes the language to be consistent with the new organization.

39003, Administration, has been added to indicate that it includes costs from within the Health Department which benefit both the Health Department and the Department of Mental Health including the Vermont State Hospital. This will take the same costs that

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were formerly collected in 39001 and allocate them in the same way as those costs were formerly allocated.

42610, Mental Health Global Commitment Investment, has been added to provide additional clarity for those costs which have been charged as Global Commitment under program codes where the title was not explicit about the funding source. No change in funding. The addition of this code is not related to the reorganization of the departments.

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III. Plan Departments and Allocation Methodologies

Plan Department 1:

Indirect Cost Allocations

Nature and Extent of Services: The State of Vermont, Agency of Human Services negotiates the annual State Wide Indirect Cost Allocation Plan (SWICAP) with the Federal Government. The approved statewide indirect costs applicable to VDH are included in the CAP and allocated to the appropriate benefiting objectives. VDH also receives allocations from the AHS Office of the Secretary.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
1000.1	SWICAP	DMH Allocation of Statewide Indirect Costs	Relative Share of Department Salaries
1000.2	Statewide Single Audit	DMH Allocation of Statewide Single Audit Indirect Costs	Relative Share of Department Salaries
1000.3	Attorney General's Office	DMH Allocation of Attorney General's Office Costs	Relative Share of Department Salaries
1000.4	AHS Secretary's Office	DMH Allocation of AHS Secretary's Office	Relative Share of Department Salaries
1000.5	AHS Field Services	DMH Allocation of the costs of AHS Field Services	Relative Share of Department Salaries
1000.6	AHS Information Technology	DMH Allocation of AHS I.T. costs	Relative Share of Department Salaries
39002	Administration-VDH and DMH less VSH	Costs of administrative support for both the Department of Health and the Mental Health Department exclusive of the Vermont State Hospital. These activities include administrative support, applications development, financial management and other support costs that benefit the entire Health Department and the Mental Health divisions of DMH, but not the Vermont State Hospital. These costs originate in	Relative Share of Salaries of the Departments of Mental Health and Health minus VSH.
39003	Administration – Health and Mental Health Departments	Costs of administrative support for the Departments of Health and Mental Health overall.	Relative Share of Salaries of the Departments of Mental Health and Health (including VSH)

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Cost Allocation Plan Guidance:

Plan Department	References
SWICAP, Single State Audit, and AHS	OMB A-87, Attachment A, Section C (1)(a), and Attachment A, Section B.1.

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Plan Department 2:

Mental Health Department

Nature and Extent of Services: The following plan departments, descriptions, and allocation methodologies are costs associated with Vermont State Hospital (VSH) and Mental Health Grants.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39901	MH – Administration	Costs associated with office administration.	Relative Share of MH Program Salaries
39909	MH – Leave Time	Costs for leave time.	Relative Share of MH Program Salaries
39950	VSH Administrative & General	Costs associated with Vermont State Hospital.	Direct to VSH
39951	VSH Executive Office	Costs associated with Vermont State Hospital.	Direct to VSH
39952	VSH Business Office	Costs associated with Vermont State Hospital.	Direct to VSH
39953	VSH Admissions	Costs associated with Vermont State Hospital.	Direct to VSH
39954	VSH Non-Admissions	Costs associated with Vermont State Hospital.	Direct to VSH
39955	VSH Switchboard	Costs associated with Vermont State Hospital.	Direct to VSH
39956	VSH Quality Improvement	Costs associated with Vermont State Hospital.	Direct to VSH
39957	VSH Word Processing	Costs associated with Vermont State Hospital.	Direct to VSH
39960	VSH Brooks 1 Unit	Costs associated with Vermont State Hospital.	Direct to VSH
39961	VSH Brooks 2 Unit	Costs associated with Vermont State Hospital.	Direct to VSH
39962	VSH Brooks Rehab Unit	Costs associated with Vermont State Hospital.	Direct to VSH
39963	VSH Brooks 1 Team	Costs associated with Vermont State Hospital.	Direct to VSH
39964	VSH Brooks 2 Team	Costs associated with Vermont State Hospital.	Direct to VSH
39965	VSH Brooks Rehab Team	Costs associated with Vermont State Hospital.	Direct to VSH
39970	VSH Social Services	Costs associated with Vermont State Hospital.	Direct to VSH
39971	VSH Chaplains	Costs associated with Vermont State Hospital.	Direct to VSH

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 8:

Mental Health Division (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
39972	VSH Volunteer & Library	Costs associated with Vermont State Hospital.	Direct to VSH
39973	VSH Medical Records	Costs associated with Vermont State Hospital.	Direct to VSH
39974	VSH Nursing Administration	Costs associated with Vermont State Hospital.	Direct to VSH
39975	VSH Nursing Education	Costs associated with Vermont State Hospital.	Direct to VSH
39976	VSH Clinic	Costs associated with Vermont State Hospital.	Direct to VSH
39977	VSH Laboratory	Costs associated with Vermont State Hospital.	Direct to VSH
39978	VSH Ancillary Services	Costs associated with Vermont State Hospital.	Direct to VSH
39979	VSH Occupational Therapy	Costs associated with Vermont State Hospital.	Direct to VSH
39980	VSH Physical Therapy	Costs associated with Vermont State Hospital.	Direct to VSH
39981	VSH Pharmacy	Costs associated with Vermont State Hospital.	Direct to VSH
39982	VSH Housekeeping	Costs associated with Vermont State Hospital.	Direct to VSH
39983	VSH Dietary	Costs associated with Vermont State Hospital.	Direct to VSH
39984	VSH Storehouse	Costs associated with Vermont State Hospital.	Direct to VSH
39985	VSH Canteen	Costs associated with Vermont State Hospital.	Direct to VSH
39986	VSH Summer Camp	Costs associated with Vermont State Hospital.	Direct to VSH
39987	VSH Barber & Beauty Shop	Costs associated with Vermont State Hospital.	Direct to VSH
37700	MH –Global Commitment Admin	Costs associated with mental health related to Global Commitment admin.	TBD (no costs included in current CAP)
37710	MH –Global Commitment Program	Costs associated with mental health related to Global Commitment programs.	Direct to Global Commitment Program

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 8:

Mental Health Division (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
37720	MH – CHIPS Global Commitment		TBD (no costs included in current CAP)
37800	MH – Social Services Block Grant		Direct to Social Services Block Grant
42005	Data Infrastructure		Direct to Data Collection Contract
42006	PASARR		Direct to Global Commitment Professional Medical
42008	Global Commitment Administration		Direct to Global Commitment Administration
42014	MH - Legal		Mental Health Distribution H - 50%
42015	MH - Allocation Pool		MH- Distribution 50%
42017	MH - Director and Assistant		MH- Distribution 50%
42030	CAP/GF Match Fund		Direct to General Fund
42520	MH – Homeless Block Grant		Direct to Homeless Block Grant
42530	MH – MH Block Grant		Direct to MH Block Grant
42570	MH – Real Choice System Grant		Direct to Real Choice Systems Grant
42580	MH – Coalition PromCommBasedCareGr		Direct to Coalition Prom Community Based Care Grant
42600	MH – General Funds		Direct to General Fund
42610	MH – Global Commitment Investment	Any expenditures that will be charged as a Managed Care Organization (MCO) Investment under Global Commitment.	Direct to Global Commitment.
42720	MH – Self Determination/RWJ		TBD (no costs included in current CAP)
42730	MH – Case Rate Payments		Direct to Case Rates Payment
42740	CRT Doc/Hospital		Direct to CRT Doc/Hospital Payments

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
42753	MH – SAMHSA Grant		Direct to SAMHSA
42755	CoSIG - Co-occurring disorders State Incentive Grant	The costs of all activities associated with a State Incentive Grant from SAMSHA to support the development of integrated services for individuals with co-occurring substance abuse and mental health disorders.	Direct to CoSIG

Cost Allocation Plan Guidance:

Plan Department	References
39901 39909 42002 42004	OMB A-87, Attachment A, Section C (1)(a), and Attachment A, Section B.1.

* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.